

# Position Description

## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details	
<b>Position Title</b>	<b>Manager – Disaster Response &amp; Recovery</b>
<b>Award</b>	NM Grade 3, Occupational Therapist Level 6 Gde 1, Snr Clinical Psychologist, Snr Psychologist, Social Worker Level 6 Gde 1
<b>Position Classification</b>	
<b>Stafflink position number</b>	If known – if multiple positions numbers, leave blank
<b>Does this role manage or supervise others?</b>	<input checked="" type="checkbox"/> Yes – Professional and Cultural Supervision <input type="checkbox"/> No
<b><u>Vaccination Risk Category</u></b>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
<b>Primary Purpose of role</b> <i>(Why does this role exist? 1 or 2 sentences only)</i>	<ul style="list-style-type: none"> <li>The Manager provides clinical and operational leadership to the multidisciplinary team to provide assertive mental health outreach and support for communities, families and individuals.</li> <li>The Manager is responsible for coordinating with local services at the time of a disaster or crisis and during the ongoing recovery phase.</li> </ul>

### Key Accountabilities *(max of 8-10 key accountabilities)*

1. Work as part of a whole of government response and collaboratively with existing health services, regional hospitals and emergency services agencies across SNSWLHD in disaster planning, response and recovery phases.
2. Lead the planning, development, implementation, evaluation and improvement of SNSWLHD Mental Health Disaster response and recovery strategies and supports to ensure a sustainable, person-centred, efficient and effective service.
3. Lead the team in meeting the objectives and outcomes of government priorities and create value for customers and stakeholders.
4. Lead the implementation of clinical governance and quality requirements of the multidisciplinary team as determined by the service to ensure quality and safety, and the sustainable use of available resources.
5. Manage and report on the human resource requirements and financial resource requirements of the multidisciplinary team to ensure a sustainable, efficient and effective workforce that supports consumers, clients and their families and carers.
6. Problem solve and report on work health and safety systems, taking a systematic risk management approach to ensure own and others' health and safety.
7. Act as a senior member of the MH service by participating in directorate wide clinical leadership and service developments to assist the service in achieving its vision and key goals.

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8. Represent the service and the organisation in an honest, ethical and professional way.
9. Work collaboratively with senior leaders within the MH service to identify and respond to the priorities and needs of local communities, consumers and their families and carers.

## Key Challenges *(max of 3 key challenges)*

- Develop, implement and evaluate mental health Disaster preparation, response and recovery strategies and supports to ensure an equitable, sustainable, person-centred, efficient and effective service.
- Lead, develop and sustain relationships and partnerships within SNSWLHD and across the public, private and community organisations to maximise health outcomes for our community.
- Work collaboratively with senior leaders within the MH service to identify and respond to the priorities and needs of local communities, consumers and their families and carers across a large geographical area.
- Establishing a model of care to ensure timely access to appropriate mental health care for people experiencing significant mental health problems as a result of disasters.
- Maintain a clinical load with team management responsibilities.

## Key Relationships

	<b>Who?</b>	<b>Why?</b>
<b>Internal Relationships</b> <i>(max of 3 internal relationships)</i>		
1	Director Community MH	Line manager
2	Community MH Managers	Partner in planning and delivering care
3	Towards Zero Suicide Initiative	Partner in planning and delivering care
4	Community managed & non-government Organisations, local councils	Partner in planning and delivering care
5	General Practitioners	Partner in planning and delivering care
<b>Does this role routinely interact with external Stakeholders?</b>		
<input checked="" type="checkbox"/> Yes <i>(max of 2 external stakeholders)</i> <input type="checkbox"/> No		
1	Community Managed Organisations	Maintain positive and collaborative relationships and partnerships to achieve positive health outcomes for our communities.
2	Primary Health Network	Maintain positive and collaborative relationships and partnerships to achieve positive health outcomes for our communities

## Staffing

<b>Direct Reports</b>	6.00 FTE
<b>Indirect Reports</b>	0.00 FTE

## Essential Requirements

Registration with AHPRA for Registered Nurse, Occupational Therapist, Psychologist, or eligible for membership of Australian Association of Social Workers for Social Workers.

## Selection Criteria *(max of 8 selection criteria, including any Essential Requirements like AHPRA)*

1. Registration with AHPRA for Registered Nurse, Occupational Therapist, Psychologist, or eligible for membership of Australian Association of Social Workers for Social Workers.
2. Relevant experience in planning, leading and evaluating clinical health service delivery and providing a health service response during planning, response and recovery stages of disasters.
3. Demonstrated experience in leading a multidisciplinary team to meet the goals and objectives of service delivery within the health care context.

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4. Demonstrated understanding of the principles of clinical governance and practical application of these principles in the leadership and management of a multidisciplinary clinical team.
5. Demonstrated sound financial management skills.
6. Experience in the design, implementation and evaluation of clinical service provision including stakeholder engagement and communications strategies for effective health service delivery.
7. Demonstrated specialist knowledge and experience of evidence-based interventions in primary mental health & wellbeing and mental health disaster response.
8. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Other Requirements

*(Note this section is standard across SNSWLHD and is not to be changed or edited)*

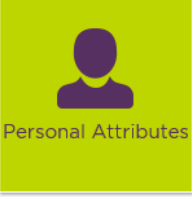



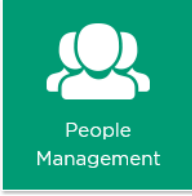

Southern NSW Local Health District is committed to providing a patient centred environment focusing on all aspects of patient safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.

All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.

All employees are required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health and Safety legislation.

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Capability Framework			
Capability Group	Capability	Level	Focus
 <p>Personal Attributes</p>	Display Resilience and Courage		
	Act with Integrity		
	Manage Self		
	Value Diversity		
 <p>Relationships</p>	Communicate Effectively		
	Commitment to Customer Service		
	Work Collaboratively		
	Influence and Negotiate		
 <p>Results</p>	Deliver Results		
	Plan and Prioritise		
	Think and Solve Problems		
	Demonstrate Accountability		
 <p>Business Enablers</p>	Finance		
	Technology		
	Procurement and Contract Management		
	Project Management		
 <p>People Management</p>	Manage & Develop People		
	Inspire Direction and Purpose		
	Optimise Business Outcomes		
	Manage Reform and Change		
 <p>Occupation Specific</p>	Human Resources	Further discussion required	
	Finance	Further discussion required	
	Procurement	Further discussion required	
	ICT	Further discussion required	