

## POSITION DESCRIPTION

# SNSWLHD - Director Mental Health Inpatient Services

### Working in Southern NSW... People Caring for People

Our staff work in collaboration with all team members to ensure the needs of our patients and families are central to the decisions of the health care we provide.

You are committing to demonstrate the CORE values and behaviours

**Collaboration, Openness, Respect and Empowerment.**

Organisation	NSW Health
Local Health District / Agency	Southern NSW Local Health District
Position Classification	Nurse Mgr Gde 7
State Award	Public Health System Nurses & Midwives (State) Award
Category	Mental Health, Drug & Alcohol   MHDA Manager
Website	<a href="http://www.snswlhd.health.nsw.gov.au/">www.snswlhd.health.nsw.gov.au/</a>

## PRIMARY PURPOSE

The Director Mental Health Inpatient Services is responsible for the operations of District's inpatient mental health services. This includes two acute, a non-acute and older persons mental health units. Additionally, a new Psychiatric Emergency Care Centre unit will be operationalised by 2025. All nursing, allied health, administration and corporate staff working in inpatient services report to this position. The position is a member of the Mental Health Alcohol and Other Drugs Executive and reports directly to the District Director Mental Health Alcohol and Other Drugs.

## COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate certifying the worker cannot have any approved COVID-19 vaccines available in NSW. Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations. Please provide proof of booster vaccination if available.

## RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

## ESSENTIAL REQUIREMENTS

Current registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse.

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## KEY ACCOUNTABILITIES

- Lead and direct the operations of the District's mental health inpatient services which includes the management of human resources, finance, performance, patient safety, service quality, and patient experience.
- Meet deadlines, achieve key performance indicators, financial targets, and achieve organisational goals.
- Work closely with the Clinical Director Mental Health to ensure services are safe, contemporary, and evidence-based.
- Develop and deliver an annual Mental Health Inpatient Services operational plan.
- Implement the Elevate principles and maintain a focus on workplace wellbeing.
- Maintain exceptional written and verbal communication.
- Provide timely and effective analysis, advice and recommendations on strategic and operational issues to the District Director or Executive.
- Be an active team member of the Executive and participate in the Mental Health Alcohol and Other Drugs Executive on-call roster.

## KEY CHALLENGES

- Successfully manage high workloads and competing demands.
- The position manages a team of staff across multiple sites and the position requires frequent travel and overnight stays as required.

## KEY RELATIONSHIPS

Who	Why
Manager	Provide advice, escalate issues, meet deadlines, provide regular updates on key projects, issues and priorities, undertake duties as directed
Work team	Be an effective member of the work team, collaborate, participate in meetings, share information and provide input on issues
Patients, consumers, families and carers	Ensure services provide safe, contemporary, trauma informed, evidence-based care and treatment
Service Stakeholders	Liaise, consult and develop effective professional relationships
Other Local Health Districts	Liaise, consult and develop effective professional relationships

## SELECTION CRITERIA

1. Current registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse.
2. Relevant post-graduate qualifications or relevant professional experience or a combination of both.
3. Demonstrated extensive experience in a senior position leading mental health services, including a

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- proven track record successfully managing human resources, finance, and service performance.
4. Demonstrated extensive experience and achievements with staff safety, patient safety and quality, risk management, innovation, and research.
  5. Demonstrated achievement in successfully managing large multidisciplinary teams, inspiring and coaching staff, managing performance, and fostering positive workplace culture and workplace wellbeing.
  6. Demonstrated advanced written and verbal communication skills; and proven advanced conflict resolution, negotiation, and influencing skills.
  7. Current unrestricted drivers' licence, a willingness to travel and stay overnight as the role requires.

## OTHER REQUIREMENTS

- Southern NSW Local Health District is committed to providing a patient centered 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.
- As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

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**Job Demands for: SNSWLHD - Director Mental Health Inpatient Services**

<b>Physical Demands</b>	
<p><b>Respirator use</b> - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials</p> <p>Infrequent</p>	<p><b>Sitting</b> - remaining in a seated position to perform tasks</p> <p>Occasional</p>
<p><b>Standing</b> - remaining standing without moving about to perform tasks</p> <p>Occasional</p>	<p><b>Walking</b> - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Occasional</p>
<p><b>Running</b> - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Infrequent</p>	<p><b>Bend/Lean Forward from Waist</b> - forward bending from the waist to perform tasks</p> <p>Frequent</p>
<p><b>Trunk Twisting</b> - turning from the waist while sitting or standing to perform tasks</p> <p>Frequent</p>	<p><b>Kneeling</b> - remaining in a kneeling posture to perform tasks</p> <p>Occasional</p>
<p><b>Squatting/Crouching</b> - adopting a squatting or crouching posture to perform tasks</p> <p>Occasional</p>	<p><b>Leg/Foot Movement</b> - use of leg and/or foot to operate machinery</p> <p>Infrequent</p>

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<p><b>Climbing (stairs/ladders)</b> - ascend/descend stairs, ladders, steps</p> <p>Occasional</p>	<p><b>Lifting/Carrying</b> - light lifting and carrying (0 to 9 kg)</p> <p>Frequent</p>
<p><b>Lifting/Carrying</b> - moderate lifting and carrying (10 to 15 kg)</p> <p>Occasional</p>	<p><b>Lifting/Carrying</b> - heavy lifting and carrying (16kg and above)</p> <p>Infrequent</p>
<p><b>Reaching</b> - arms fully extended forward or raised above shoulder</p> <p>Occasional</p>	<p><b>Pushing/Pulling/Restraining</b> - using force to hold/restrain or move objects toward or away from the body</p> <p>Occasional</p>
<p><b>Head/Neck Postures</b> - holding head in a position other than neutral (facing forward)</p> <p>Occasional</p>	<p><b>Hand and Arm Movements</b> - repetitive movements of hands and arms</p> <p>Frequent</p>
<p><b>Grasping/Fine Manipulation</b> - gripping, holding, clasping with fingers or hands</p> <p>Occasional</p>	<p><b>Work at Heights</b> - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Infrequent</p>
<p><b>Driving</b> - Operating any motor powered vehicle</p> <p>Infrequent</p>	

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<b>Sensory Demands</b>	
<p><b>Sight</b> - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)</p> <p>Constant</p>	<p><b>Hearing</b> - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Constant</p>
<p><b>Smell</b> - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Not Applicable</p>	<p><b>Taste</b> - use of taste is an integral part of work performance (e.g. food preparation)</p> <p>Not Applicable</p>
<p><b>Touch</b> - use of touch is an integral part of work performance</p> <p>Frequent</p>	

<b>Psychosocial Demands</b>	
<p><b>Distressed People</b> - e.g. emergency or grief situations</p> <p>Frequent</p>	<p><b>Aggressive and Uncooperative People</b> - e.g. drug/alcohol, dementia, mental illness</p> <p>Frequent</p>
<p><b>Unpredictable People</b> - e.g. dementia, mental illness, head injuries</p> <p>Frequent</p>	<p><b>Restraining</b> - involvement in physical containment of patients/clients</p> <p>Occasional</p>

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<p><b>Exposure to Distressing Situations</b> - e.g. child abuse, viewing dead/mutilated bodies</p> <p>Frequent</p>	
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<p align="center"><b>Environmental Demands</b></p>	
<p><b>Dust</b> - exposure to atmospheric dust</p> <p>Not Applicable</p>	<p><b>Gases</b> - working with explosive or flammable gases requiring precautionary measures</p> <p>Not Applicable</p>
<p><b>Fumes</b> - exposure to noxious or toxic fumes</p> <p>Not Applicable</p>	<p><b>Liquids</b> - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p> <p>Not Applicable</p>
<p><b>Hazardous Substances</b> - e.g. dry chemicals, glues</p> <p>Not Applicable</p>	<p><b>Noise</b> - environmental/background noise necessitates people raise their voice to be heard</p> <p>Not Applicable</p>
<p><b>Inadequate Lighting</b> - risk of trips, falls or eyestrain</p> <p>Not Applicable</p>	<p><b>Sunlight</b> - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p> <p>Not Applicable</p>
<p><b>Extreme Temperatures</b> - environmental temperatures are less than 15°C or more than 35°C</p> <p>Not Applicable</p>	<p><b>Confined Spaces</b> - areas where only one egress (escape route) exists</p> <p>Infrequent</p>

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<p><b>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</b></p> <p>Infrequent</p>	<p><b>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</b></p> <p>Infrequent</p>
<p><b>Working At Heights - ladders/stepladders/scaffolding are required to perform tasks</b></p> <p>Not Applicable</p>	<p><b>Biological Hazards - exposure to body fluids, bacteria, infectious diseases</b></p> <p>Constant</p>