

Proposed Restructure Sutherland Hospital, Community Health & Garrawarra Centre

Dear Member,

Attached is correspondence the HSU has received from South Eastern Sydney Local Health District regarding a proposed restructure of Sutherland Hospital, Community Health and Garrawarra Centre.

Member feedback requested

The HSU industrial team is currently reviewing the potential impacts of the proposed restructure upon affected employees. We are now seeking feedback, views and comments from our members.

Please review the attached documentation and provide comment and feedback by 18 February 2019. You can submit it by email to edmund.fry@hsu.asn.au with subject line *Sutherland Hospital Restructure*.

HSU organiser and sub-branch involvement

Your HSU organiser will be visiting your workplace shortly and convening a meeting to discuss the matter with affected employees. The HSU is also seeking expressions of interest from members to be part of the consultative process as a workplace delegate in any upcoming USCC meetings regarding this proposal. The most effective way to deal with these kinds of proposals is by taking into account the concerns of the group, agreeing on a way forward and presenting that united position to management.

Please distribute this newsletter to your work colleagues for their information and comments and encourage them to attend the meeting.

Not a member of the HSU? Now is time to join and have your say! You can join online at www.hsu.asn.au/join or call 1300 HSU NSW and join over the phone.

A union's effectiveness and negotiation power depends upon the strength and density of its membership base. Join your work colleagues today by becoming a member of the Health Services Union and help us continue to protect and improve your working life.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD

Ref: T19/5729

Mr Gerard Hayes
Secretary
Health Services Union NSW/ACT/QLD
Locked Bag 3
Australia Square NSW 1215

Via Email: secretary@hsu.asn.au

Dear Mr Hayes

I write to provide you with copies of a restructuring proposal that affects staff in positions covered by the Health Services Union (HSU).

The proposal was released to the relevant position holders and local officials from **Monday, 4 February 2019**.

I confirm that in accordance with section 35 of the Health Employees Conditions of Employment (State) Award genuine consultation will occur with respect to the proposed changes. SESLHD staff are available to meet with local officials to discuss the proposal. Should this be required please have the relevant official advise Ms Robyn Hamblyn, Executive Officer, The Sutherland Hospital of their availability to meet by **Friday, 22 February 2019** via robyn.hamblyn@health.nsw.gov.au.

Please have the relevant official advise Ms Hamblyn the names of the union attendees and details of the specific concern/s for discussion by close of business on **Wednesday, 20 February 2019**.

Should you require any further information in relation to this matter, please do not hesitate to contact Ms Natasha Ianni, Principal HR Advisor, Human Resources Advisory Services on (02) 9540 7454.

Yours sincerely



Valerie Jovanovic
General Manager

Date: 5/2/2019

Cc: Cherree Wright - Cherree.Wright@hsu.asn.au

Attachments: Restructure Consultation Paper & Proposed Position Description/s



**The Sutherland Hospital
& Community Health Service**

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Website: www.seslhd.health.nsw.gov.au



*The Sutherland Hospital, Community Health Service and
Garrawarra Centre
Executive Unit*

Restructure Consultation Paper

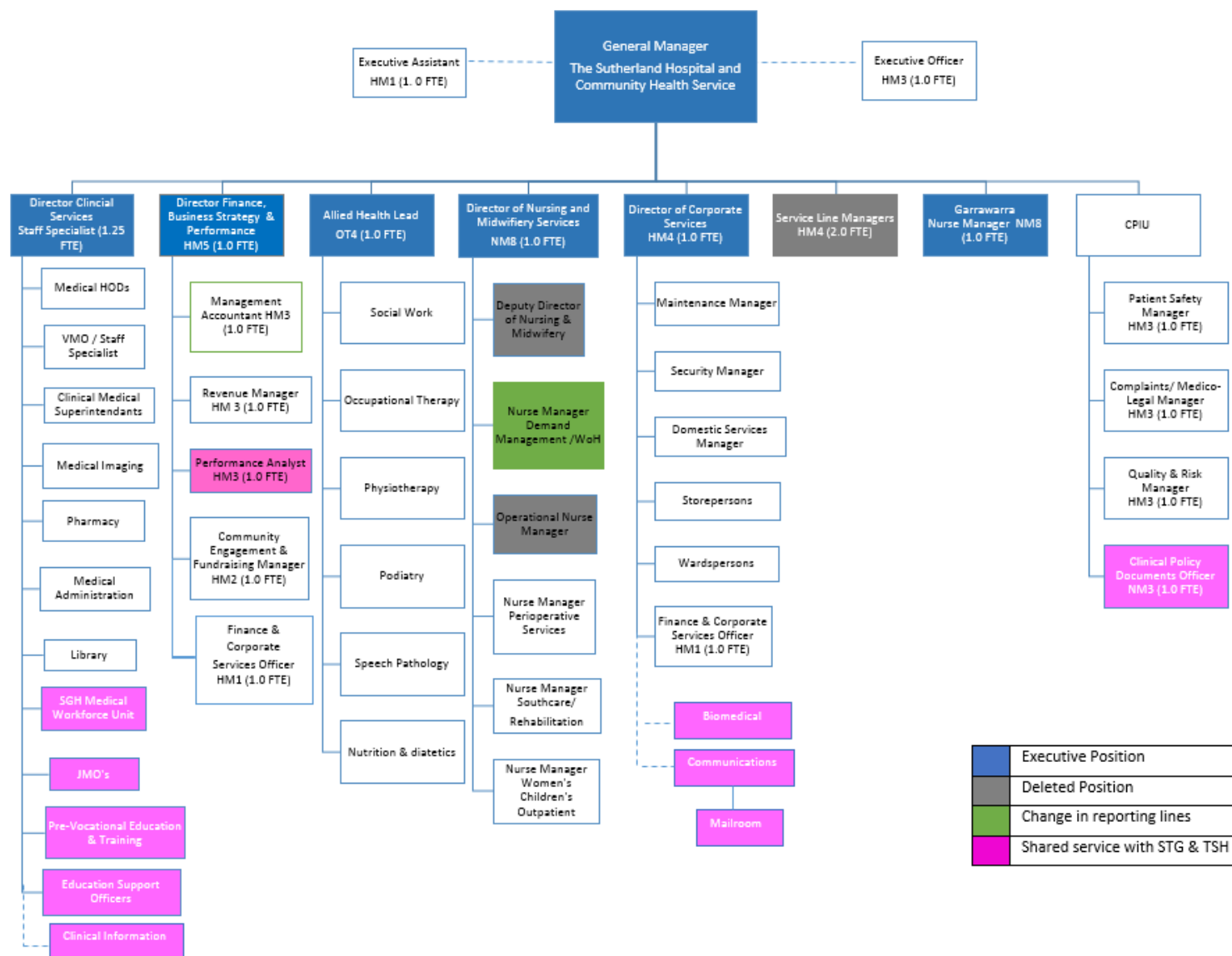
December 2018

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1. Overview of The Sutherland Hospital, Community Health Service & Garrawarra Centre Executive Unit

1.1 Current Organisational Structure - Executive Unit The Sutherland Hospital



1.2 Responsibilities of the The Sutherland Hospital, Community Health Service and Garrawarra Centre Executive Unit

The Sutherland Hospital and Community Health Service (TSH) is located in the Sutherland Shire ('the Shire') and is a major metropolitan hospital and an associated teaching hospital of the University of NSW.

TSH provides a comprehensive range of surgical, medical, child, youth and family, aged care, rehabilitation, mental health services and community services to the 215,000 residents of the Sutherland Shire. The hospital motto, from its inception, is "**Endeavour to Serve**".

Garrawarra Centre is an accredited Residential Aged Care Facility located in Waterfall. The Centre is a purpose-built, dementia specific facility. Person Centred high level care is provided for people with a primary diagnosis of Dementia who exhibit challenging behaviours and cannot be accommodated in a main stream nursing home. Residents may reside at the facility on either a permanent or respite basis.

The TSH Executive Unit is currently comprised of core services that support the operations of TSH. This includes:

- General Manager, TSH and Garrawarra Centre: providing strategic and operational leadership and vision to the service. The GM is supported by the Executive Officer and Executive Assistant.
- Director of Clinical Services: has accountability for the management of clinical service (including medical Heads of Department, VMOs and Staff Specialists and clinical medical superintendents), Pharmacy Department, Medical Imaging, Medical Administration and the Library. Also encompasses shared services with St George Hospital such as the SMO Medical Workforce Unit, JMOs, Pre-Vocational Education and Training, Education Support Officer and Clinical Information.
- Director of Finance, Business Strategy and Performance will be accountable for the provision of commercial, strategic and operational finance, business strategy and performance support for TSH and Garrawarra Centre.
- Allied Health Lead: is responsible for the delivery of inpatient and outpatient allied health services within TSH and Garrawarra Centre including social work, occupational therapy, physiotherapy, podiatry, speech pathology and nutrition and dietetics.
- Director of Nursing and Midwifery Services: is accountable for the optimised delivery of nursing services across TSH and Community Health as well as operational Nursing and Nursing Workforce.
- Director of Corporate Services: manages the entire support functions for the facility including maintenance, security, cleaning, and stores and has a shared accountability with St George Hospital for biomedical, communications and mailroom.
- Service Line Managers: required to lead and manage the development, and implementation of strategies, plans, systems and procedures to minimise risk exposure, improve the organisational performance of the service line and ensure compliance with statutory, industrial requirements and Government policy.
- CPIU: Accountable for the implementation of Patient Safety and Clinical Quality Programs, incident monitoring and management, complaints and compliments management, death reviews, clinical audits, facilitation of Clinical Business Rule and Policy approval and implementation, implementation of Clinical Practice Improvement (CPI) methodology and

quality project support and national and state-wide system and service improvements as well as accreditation coordination.

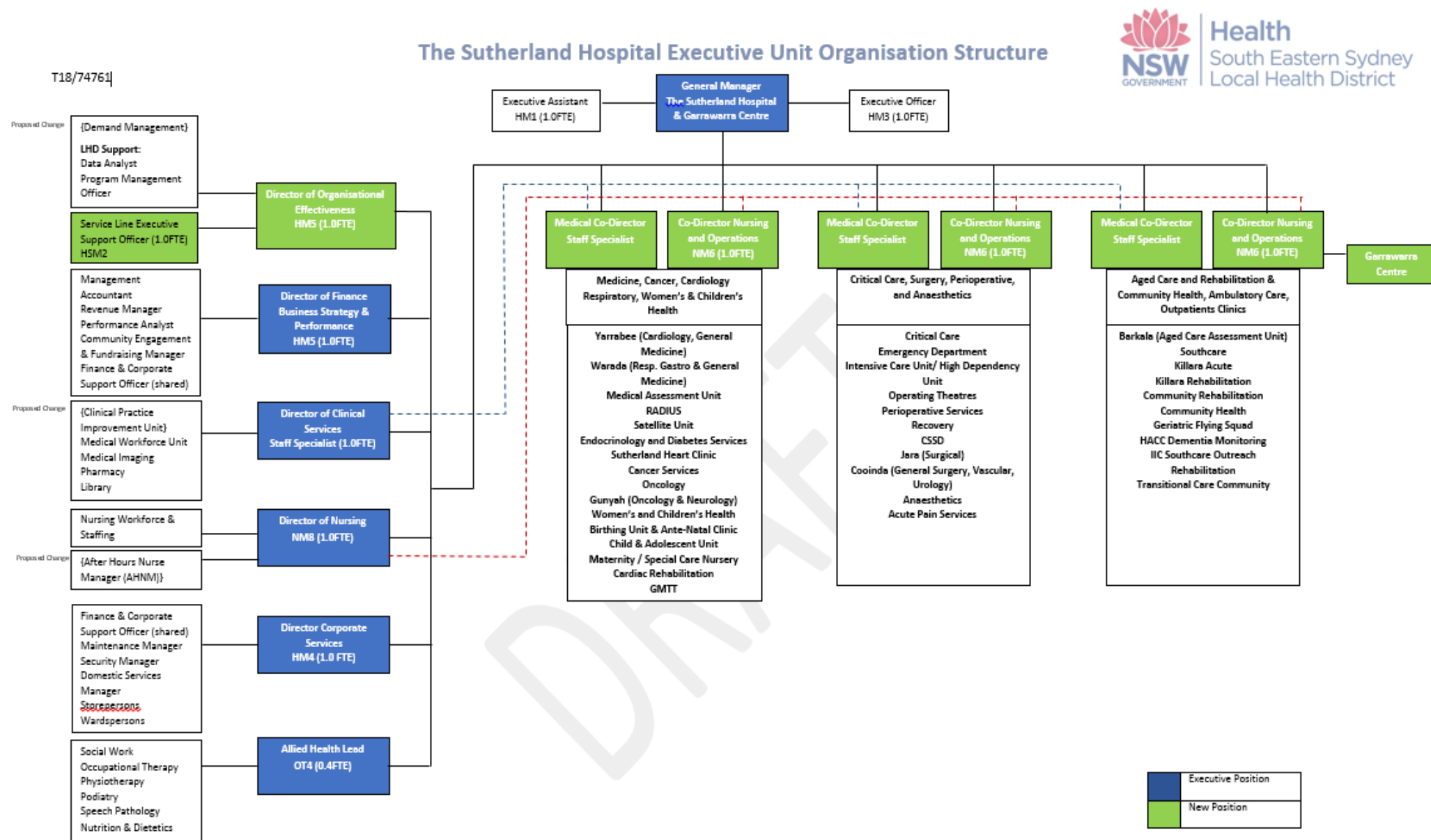
- Garrawarra Centre: an accredited Residential Aged Care Facility with a capacity of 120 Dementia Specific beds. Garrawarra Centre's leadership comprises of a Nurse/Facility Manager, Nurse Operations Manager, Hotel Services Manager, Business and Quality Manager and three Nurse Unit Managers of each residential cottage.

Current Structure at Executive Level

Location	Position Name	Classification	FTE	Status	Proposed change
General Manager's Executive Unit	Director of Corporate Services	Health Manager Level 4	1.0	PFT	No change
General Manager's Executive Unit	Director of Finance, Business Strategy and Performance	Health Manager Level 5	1.0	PFT	No change
General Manager's Executive Unit	Director of Clinical Services	Staff Specialist	1.0	PFT	No change
General Manager's Executive Unit	Director of Nursing and Midwifery Services	Nurse Manager Level 8	1.0	PFT	No change
General Manager's Executive Unit	Allied Health Lead	Occupational Therapist Level 8 Grade 4	0.4	PFT	No change
General Manager's Executive Unit	Management Accountant (formerly Business Manager)	Health Manager Level 3	1.0	PFT	No change (vacant)
General Manager's Executive Unit	Executive Officer	Health Manager Level 3	1.0	PFT	No change
General Manager's Executive Unit	Executive Assistant to the General Manager	Health Manager Level 1	1.0	PFT	No change
General Manager's Executive Unit	Nurse and Facility Manager Garrawarra Centre	Nurse Manager Level 8	1.0	PFT	Delete position
General Manager's Executive Unit	Service Line Manager	Health Manager Level 4	2.0	PFT	Delete positions
General Manager's Executive Unit	Operational Nurse Manager	Nurse Manager Level 6	1.0	PFT	Delete position
General Manager's Executive Unit	Deputy Director of Nursing and Midwifery	Nurse Manager Level 6	1.0	PFT	Delete position
Total FTE			12.4		

2. Proposed The Sutherland Hospital, Community Health Service and Garrawarra Centre Executive Unit

2.1 Proposed Organisational Structure - Executive Unit The Sutherland Hospital



The proposed structure for the Sutherland Hospital and Garrawarra Centre Executive will consist of 12.4 FTE.

Four positions will be affected by the proposed restructure as in the following table and organisational chart below with others having a change in reporting line.

Location	Position Affected	Classification	FTE	Status	Proposed change
General Manager's Executive Unit	Service Line Manager	Health Manager Level 4	2.0	PFT x 2	<ul style="list-style-type: none"> • Current positions to be deleted • Permanent staff will be declared affected • 1 x position currently vacant
Garrawarra Centre	Nurse and Facility Manager	Nurse Manager Level 8	1.0	PFT	<ul style="list-style-type: none"> • Current position to be deleted • Position is substantively vacant • Temporarily backfilled by staff member and will continue to act in role until implementation of new structure
General Manager's Executive Unit	Deputy Director of Nursing and Midwifery	Nurse Manager Level 6	1.0	PFT	<ul style="list-style-type: none"> • Current position to be deleted • Staff member will be directly matched to Nursing and Operations Co-Director position.
General Manager's Executive Unit	Operational Nurse Manager	Nurse Manager Level 6	1.0	PFT	<ul style="list-style-type: none"> • Current position to be deleted • Staff member will be directly matched to Nursing and Operations Co-Director position.

2.2 Rationale/business case

The main objective that underpins the changes is as an enabler to an organisational culture reform. A key element is that service lines are clinician led with a multidisciplinary approach to management and decision making. A robust accountability framework will support the structure and facilitate role clarity and expectations.

This is envisioned to be a Phase 1 of a larger organisational effectiveness reform. It is proposed that at the outset, the Executive restructure is bedded down and then additional needs to reform are reviewed and considered by the executive leadership of their own unit or service line once the executive structure has been established. Phase 1 will focus on the Executive leadership team, development of service lines and changes to reporting lines in some areas.

There are several reporting line changes including bringing CPIU under the leadership of the Director Clinical Services and having the Nurse and Facility Manager Garrawarra Centre deleted with Garrawarra Centre reporting into the Nursing and Operations Co-Director in the Aged Care and Rehabilitation and Community Health service line. The creation of a service line structure will incur several reporting line changes underneath the Medical and Nursing and Operations Co-Directors but no operational changes for frontline staff as part of this restructure. Medical Co-Directors will be funded and sourced from Heads of Department or Senior Staff Specialists that will receive an additional managerial allowance to operate in the Co-Director role. Medical and Nursing and Operations Co-Directors will work collaboratively and have more accountability/decision making capability and engagement into the service.

The evolution of TSH and Garrawarra centre structure is required to enable an organisational effectiveness and strategic framework that will position TSH and the Garrawarra centre as high performing and for the future.

The approach of organisation effectiveness and efficiency is in how an organisation is able to meet its objectives, now and into the future, and produce the desired effects. The strengths of such a model is in leadership, decision making and structure, its people, work processes and systems and culture.

The new structure will have the ability to adapt to a dynamic environment and enable continued growth and development of the organisation sustainable and towards a commercially viable and successful future. There will be improved clarity in relation to the operational aspect versus the strategic expectations. The structure will enable the Senior Executive to focus on the big picture, organisational performance, long term planning, involved in its internal structures and ensure adherence to core values.

The structure will provide leadership that will expect the integration of high level strategy, business planning, commerciality, sustainable effective leadership, culture and safety to support high performance and better outcomes. The structure objective is the vehicle to drive leadership, communication, accountability, delivery, performance and measurement.

The justification to support the change is to enable the improved strategic aspect of performance effectiveness and accountability and to foster an improved multidisciplinary approach and communication and business management. The change in focus will build capability within the Executive team to achieve the performance indicators required.

The structure will establish an "Executive Strategy Hub" which includes a new position as Director of Organisational Effectiveness supported with data and analytics expertise, project management support and demand management services sourced through a quasi-service level agreement function through already established District services. This will support the leadership vision and drive improved safety. The structure is critical and required to take TSH and Garrawarra centre to a strong position moving forward in the future.

The change of focus will achieve:

Organisational Safety: through creating Executive stability, an accountability framework and the development of a 'just culture' by developing a thriving team and organisation with the right focus with emphasis on safety via organisational effectiveness.

Developing high performing and supportive teams through leading the delivery of strategies that enhance performance and culture, the effectiveness of our Executive and team and the ability to lead and implement change. Driving and setting a clear and measureable vision and embedding trusting environment, leverage diversity of talent and encouraging innovation through clearer roles and strategic responsibility versus operational focus while supporting our frontline clinicians. Traits and characteristics of the Executive and teams will be:

- Safety – an improved multidisciplinary approach to decision making around safety and quality
- Decisive shift to prevention and in driving innovation underpinned by an effective team that has built trust
- Greater transparency and the use of data and analytics to provide real time information and data for our clinicians
- Drive business performance to achieve greater results and develop a 'genius business'
- Embraces population health and a system approach to care delivery
- Adaptive, responsive and malleable to change, disruption, learning and resilience, make good decisions, develop good structure, process and people
- Patience, tenacity and understanding during the journey in creating the desired conditions to thrive.

Focus on value and integrity through improved health system delivery, partnerships, critical consideration of business and strategy, resource optimisation, achieving financial and care value and supporting the overall service strategy with a good understanding of business and systems within it and ability to reorganise ourselves to minimise harm and unwarranted variation.

Leading with heart demonstrated through the harnessing of a positive and energetic culture to service a passionate organisation, showcasing genuine commitment to patient care and safety as at the heart of everything we do, maintaining a focus on improvement and innovation, emphasising good social responsibility with a willingness to value and develop people where patients and community are an asset.

A framework that supports a change in focus, direction, capability and accountability whose purpose is to galvanise reliability, integrity and trust, reinvent the culture and have an environment where it's safe to fail and improve underpinned by system thinking co-design with communities. We will do this through the establishment of the Executive Strategy hub and the Director of Organisational Effectiveness, as well as the Director of Finance, Business Strategy and Performance - supported with data and analytics, project management, and demand management leveraging resources available through District services including District Finance. This will all lead to driving improved safety (including safety huddles), building an understanding of improvement and quality via data and having a strategically planned approach to the improvement of capability. There will be a particular value placed on treasuring our assets to grow our identity as a team and service through understanding the unique talents and needs of our staff. Ultimately, the aim is to have a safe, positive environments where action is visible, progress is focused upon, deliverables are managed and there is a passion for safety and quality.

An organisational effectiveness culture framework is also under development with the Executive and facility structure as one of the enablers of the overall framework.

There will be an enhanced capacity to forge stronger linkages between Garrawarra Centre and TSH through cross-support in areas of Corporate Services, Nurse Education and Allied Health as well as building a link between the Quality function at Garrawarra Centre and TSH's CPIU.

There will be a dedicated support function across each service line. This includes Human Resources support and strengthening of support through Allied Health, CPIU, service line executive support and the Management Accountant role in TSH Finance.

The above will be facilitated by the introduction of an "Executive Strategy Hub" which will be a responsive and malleable unit that will lead the Executive and Service Lines to address key priorities and emerging/immediate risks and priorities. The "Executive Strategy Hub" will be accountable for galvanising the GM's vision in terms of strategic leadership and direction for the design, planning, delivery and implementation of TSH strategies, projects and organisational goals and objectives. The Unit will be led by the Director Organisational Effectiveness with support roles that will operationalise projects, planning and business strategy. This position will be on the Executive on-call roster and deputise for the GM TSH as required. The entire unit is a new concept with the Director and Service Line Executive Support Officer being new positions. The other functions will be serviced through District support opportunities.

A significant change is also the delineation of a service line structure to better support the delivery of care and core services with a clear construct of Co-Directorship between medical and nursing at the helm and reporting directly to the General Manager, to drive service delivery and a combined stewardship of accountability for each service line.

3. Proposed changes to Position Descriptions

The Executive's current position descriptions will remain unchanged. There will be a new position of Director of Organisational Effectiveness (proposed as a Health Manager Level 5) leading a new strategy hub. The purpose of the position is to provide the GM TSH with expert advice and nous in relation to TSH's capability and capacity to effectively implement change to achieve sustained results in strategic direction through key projects and strategies identified by the Chief Executive and the LHD as a whole. Attached is the proposed Position Description for the role. The position will be submitted for grading following approval of the in-principle proposal.

The position of Service Line Executive Support Officer is a new role that will provide operational high-level project management and coordination support to the Service Lines. Attached is the proposed Position Description for the role. The position will be submitted for grading following approval of the in-principle proposal.

The Position Descriptions for the Medical Co-Director are existing Head of Department position descriptions that will then be inclusive of a managerial level 2 allowance and the Nursing and Operations Co-Director will use an existing Position Description at Nurse Manager Grade 6.

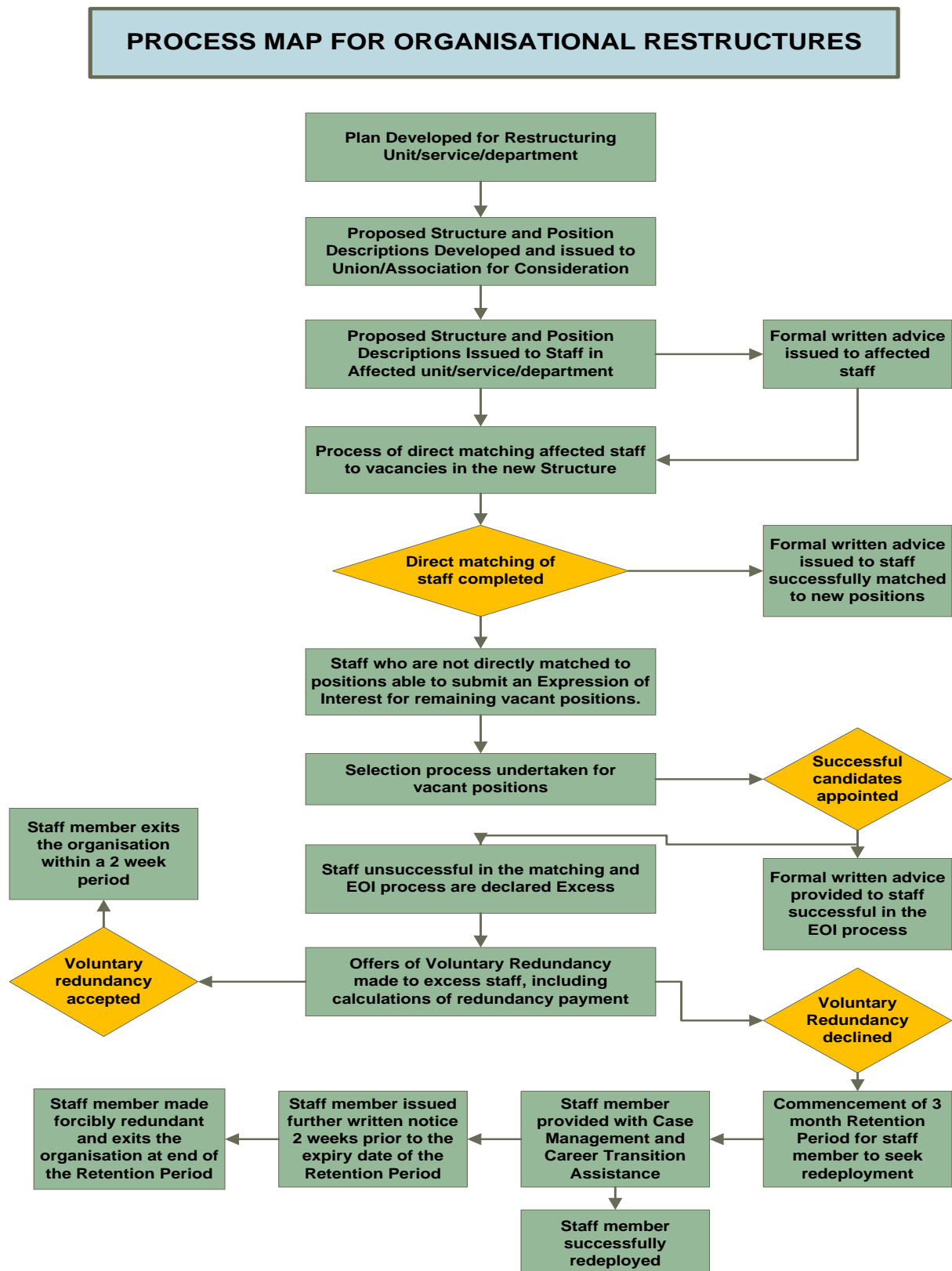
4. The recruitment and matching process

The Director of Organisational Effectiveness, Strategy and Performance and Service Line Executive Support Officer are new roles and will be subject to the principles of organisational change which will be managed as per *NSW Health PD2012_021 Managing Excess Staff of the NSW Health Service* and *SESLHD PD/180 Management of Organisational Restructures and Other Reforms in SESLHD*. Once consultation has occurred and final approval has been obtained from the Chief Executive, all staff who will be affected by deletions, realignment or change of reporting lines will be informed in writing that they are affected. Expressions of interest will be requested from affected staff for vacant positions. Following assessment of EOI applications, written advice will be given to staff appointed to positions and staff not matched or appointed will be declared excess. Excess staff will have 14 days to accept or decline an offer of voluntary redundancy. Staff who accept an offer of voluntary redundancy will leave SESLHD within 2 weeks. Staff who decline an offer of voluntary redundancy will receive case management and career assistance.

4.1 Total Number of Staff Affected

The current permanent incumbent of the Service Line Manager position, Nurse Operations Manager TSH and Deputy Director of Nursing and Midwifery position will be affected by the proposed restructure. The vacant Nurse and Facility Manager and Service Line Manager position will be deleted.

It is recommended that the Nursing and Operations Co-Director for the Aged Care Service will be held at the Garrawarra Centre cost centre in the event of a future restructure, to protect the position as a Garrawarra Centre position.



5. Consultation

Consultation with all staff and relevant Unions will be undertaken in accordance with Award and Health and District policies. A consultation meeting with staff is proposed to be scheduled following receipt of approval to proceed with the proposed restructure.

Consultation with Unions providing a copy of the restructure proposal and an invitation for consultation will be provided in writing from the General Manager, The Sutherland Hospital and Garrawarra Centre.

5.1 Support Services for All Staff

Counselling services offered to all staff (including affected staff) include support with consultation meetings and Employee Assistance Program (EAP) services.

6. Restructure Timeframe

Restructure consultation documents completed in principle approval provided	Restructure Consultation Paper	December 2018
Grading of proposed position descriptions	Grading Applications	January 2019
Consultation with staff and Unions/Associations	Restructure Consultation Paper	January 2019
Written advice to affected staff post consultation	Letter to advise of 'affected status'	February 2019 (indicative depending on above)
Matching of staff members	Staff members to be directly matched to Nursing Co-Director Positions	February 2019
Submission of expressions of interest for vacant positions	EOI application form	February 2019
Selection process for positions	Assessment of EOI application. (interview if more than one applicant for one position, or, position is higher grade than applicant currently)	March 2019
Staff with change of reporting lines advised in writing	Staff who require a change of reporting lines will be advised in writing	March 2019
Staff not matched or appointed to positions are declared excess	Letter to advise of 'excess status' and the option to choose a voluntary redundancy or seek redeployment	April 2019
Written advice issued to staff appointed to positions		April 2019
Voluntary redundancies declined/accepted		April/May 2019
Staff who accepted VRs to exit SESLHD		May/June 2019
Staff who declined VRs to be provided with case management and career assistance	Letter to advise of allocation of HR Consultant for case management	June 2019
Written advice to staff unable to be placed in positions after three months of case management to receive forced redundancy	Letter to advise of forced redundancy	September 2019

7. Attachments

New Position Descriptions (not as yet graded):

- Director of Organisational Effectiveness (HM 5)
- Service Line Executive Support Officer (HM 2)

New Positions with previously graded position descriptions:

- Nursing and Operations Co-Director
- Head of Department/Staff Specialist

Position Description

Facility/Service	The Sutherland Hospital
Department	General Manager's Unit
Manager	General Manager, The Sutherland Hospital and Garrawarra Centre
Position Number	TBA
Cost Centre	163066

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *	Director of Organisational Effectiveness	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 5	
Job Category*	Management	
Job Classification*	Director	
Speciality		
Does this require Senior Executive Level Standards?		
Does this role manage or supervise others?*	Yes	
Primary Purpose of the role*	<i>(Mandatory)</i>	South Eastern Sydney Local Health District (SESLHD) is committed to improving the care provided to our patients in line with our vision of Working together to improve the health and wellbeing of our community.
	<i>(Free Text)</i>	<p>The Director of Organisational Effectiveness provides the General Manager, The Sutherland Hospital (TSH) and Garrawarra Centre with high level strategic advice on all matters concerning strategy, performance and planning, strategic communication, program and project management underpinned by an accountability framework striving towards excellence in quality and safety.</p> <p>It is further expected this role will deputise for the General Manager, participate in the Executive on-call roster and work in partnership with key stakeholders and supporting the service lines. Partnering to ensure alignment of TSH strategies with business goals and objectives, and operationalising these activities, to support sustainable growth, an accountable culture and foster success and excellence around core key performance indicators such as patient care, quality, safety and efficiency.</p>

Section 2 – Key Accountabilities

A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"

Standard Key Accountabilities*	<i>(Free Text – Up to 3400 characters)</i>	<ul style="list-style-type: none"> Role model and lead the delivery of strategies that enhance TSH's performance and culture, the effectiveness of leaders and teams to ensure the delivery of patient/client focussed service in an adaptive,
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		<p>responsive and performance oriented manner with a clear focus on excellence.</p> <ul style="list-style-type: none"> • Lead and implement agile, transformative, sustainable and commercially viable change that builds and embeds clinician engagement and workforce capability across all teams. • Deliver expert advice to the General Manager and the Executive leadership team at TSH in the advancement of organisational effectiveness programs, practices and initiatives through consultation, coaching and guidance ensuring that strategic efficiency and service excellence principles are incorporated into programs and services. • Partner with the service lines and other stakeholders in the delivery and operationalisation of key activities that are outcomes from the setting of goals and strategies. • Author complex briefs, business cases and other documentation in the support of strategic effectiveness activities. • Critically analyse and evaluate current operational models and status quo to devise opportunities to effectiveness and improvement. • Lead the partnering with senior executives, service lines and leaders in the collaborative delivery of high level change initiatives and direct the operational aspects of the change initiatives, drawing upon data and analytics to inform strategies, develop risk and impact analyses and optimise outcomes of change programs. • Oversee and provide direction for the planning and development of organisational transformational strategies and programs across people, process, data management and risk management (in consultation with subject matter experts) that arise out of the TSH business plan. • Connect the TSH vision and values to the culture and accountability framework to enable the improved strategic aspect of performance effectiveness and accountability and to foster an improved multidisciplinary approach and communication and business management. • Lead and manage a range of diverse issues in relation to the development, implementation and measurement of initiatives that enhance performance and culture and the effectiveness of TSH's Executive and teams. • Role model and lead a culture of excellence by driving and setting a clear and measureable vision, encouraging innovation through clearer strategic responsibility versus operational focus while supporting TSH's frontline clinicians. • Provide strong senior leadership to staff to develop a team that utilises data and analytics in a manner that is meaningful to clinical staff, is a proponent of positive change and provides critical support to TSH in the organisational effectiveness and strategic performance space.
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Section 3 – Key Challenges

The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges (<i>Free Text – Up to 1000 characters</i>)	<ul style="list-style-type: none"> • Garner support for the implementation of local and district projects and new strategies where competing priorities exist. • Overcoming resistance to change and fostering understanding of data-driven and analytic-based evidence and decisions.
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Decision Making (Free Text – Up to 1000 characters)	<ul style="list-style-type: none"> Develops recommendations to the General Manager and Executive leadership team. Analyses risk and identifies potential for improvements in operations as a result of strategic decisions. Develops and offers lateral solutions that are politically sensitive while also challenging the status quo.
Communication (Free Text – Up to 1000 characters)	<ul style="list-style-type: none"> Build effective networks and forge partnership arrangements with clinicians and the Executive as well as across SESLHD. Delivers expert leadership and advice to the General Manager and Executive leadership team to build appetite for data supported decision making.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically

Key Internal Relationships	Who?	General Manager TSH and Garrawarra Centre
	Why?	Receive leadership and guidance
	Who?	TSH and Garrawarra Centre Executive Leadership Team
	Why?	Participate as an active member and influencer of decisions
	Who?	Clinical and Nursing Executive
	Why?	Leverage analytics to inform key strategic decision making processes
Does this role routinely interact with external stakeholders ?		NO
Key External Relationships	Who?	Local Health Districts
	Why?	Interact and work collaboratively with peers in other services on an as needs basis to ensure TSH's health functions are of the highest quality
	Who?	Other Community Stakeholders
	Why?	Provide support to the General Manager, or as a representative of TSH
	Who?	ACI and CEC
	Why?	Project support and evidence-based contemporary models of care
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	TBA
Indirect Reports	Nil

Section 6 – Financial Delegation

If selecting "Other" then please specify the monetary value of the financial delegation (ex: \$5000.00).

As per delegation manual	TBA
Other \$	N/A

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<p>(Mandatory)</p> <p>All Positions</p> <p>Pre-employment Health Declaration Form</p> <p>Dependant on Position applied for:</p> <p>Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check</p>
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	(Free Text Up to 3500 characters)	N/A
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Section 8 – Selection Criteria

Please add all standard selection criteria in to separate Selection Criteria boxes.

1 (Free Text – Up to 1000 characters)	Relevant tertiary qualifications, or equivalent experience with significant and relevant experience in a health care setting or similar industry environment.
2 (Free Text – Up to 1000 characters)	Demonstrated successful high level experience in strategy and planning at a senior level with a proven record of leadership and achievement with a particular focus on change.
3 (Free Text – Up to 1000 characters)	Proven ability and success in managing, developing, designing, implementing and measuring large-scale programs and projects underpinned by solid data and analytics systems.
4 (Free Text – Up to 1000 characters)	Demonstrated capacity to lead senior managers to initiate, embed and achieve significant change and improvement in strategic business operations through agility and responsiveness.
5 (Free Text – Up to 1000 characters)	Demonstrated ability to challenge, influence and build trust amongst senior leadership and clinical teams, fostering trusting and impactful relationships that galvanise success factors towards the achievement of sustainable outcomes.
6 (Free Text – Up to 1000 characters)	Proven ability to lead, inspire and generate high performing teams in a busy and pressurised setting.

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	(Mandatory)	<ul style="list-style-type: none"> • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
	((Free Text – Up to 3800 characters)	N/A

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre screening questions.

Disqualification Questions	Currently Unavailable
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Section 11 – Capabilities for the Role

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	
	<input type="checkbox"/>	Act with Integrity	
	<input type="checkbox"/>	Manage Self	
	<input type="checkbox"/>	Value Diversity	
Relationships	<input type="checkbox"/>	Communicate Effectively	
	<input type="checkbox"/>	Commitment to Customer Service	
	<input type="checkbox"/>	Work Collaboratively	
	<input type="checkbox"/>	Influence and Negotiate	
Results	<input type="checkbox"/>	Deliver Results	
	<input type="checkbox"/>	Plan and Prioritise	
	<input type="checkbox"/>	Think and Solve Problems	
	<input type="checkbox"/>	Demonstrate Accountability	
Business Enablers	<input type="checkbox"/>	Finance	
	<input type="checkbox"/>	Technology	
	<input type="checkbox"/>	Procurement and Contract Management	
	<input type="checkbox"/>	Project Management	
People Management	<input type="checkbox"/>	Manage and Develop People	
	<input type="checkbox"/>	Inspire Direction and Purpose	
	<input type="checkbox"/>	Optimise Business Outcomes	
	<input type="checkbox"/>	Manage Reform and Change	

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Frequent
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Frequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Not Applicable
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Frequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable

Head/Neck Postures – holding head in a position other than neutral (facing forward)	Constant
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Constant
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Repetitive
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Repetitive
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description

Facility/Service	The Sutherland Hospital (TSH)
Department	Executive Unit
Manager	Director of Organisational Effectiveness
Position Number	TBA
Cost Centre	163066

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *: 	Service Line Executive Support Officer	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	Health Managers Award	
Position Classification*	Health Manager Level 2	
Job Category*	Executive Support / Project	
Job Classification*	Executive Support / Project	
Speciality		
Does this require Senior Executive Level Standards?	No	
Does this role manage or supervise others?*	No	
Primary Purpose of the role*	<i>(Mandatory)</i>	South Eastern Sydney Local Health District (SESLHD) is committed to improving the care provided to our patients in line with our vision of Working together to improve the health and wellbeing of our community.
	<i>(Free Text)</i>	The Service Line Executive Support Officer will lead the coordination, management and tracking of the development of program planning, documentation and implementation to support the delivery of organisational priorities and initiatives. The position is also responsible for driving the key deliverables related to governance and reporting, tracking, operational management and risk management. The principal responsibility of the position is to ensure that the priorities are managed in a way that result in the required outputs, outcomes and capabilities consistent with the overarching plan to deliver the projected benefits for the service line.

Section 2 – Key Accountabilities

A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"

Standard Key Accountabilities*	<i>(Free Text – Up to 3400 characters)</i>	<ul style="list-style-type: none"> • Support the service line priorities under the direction of Director Organisational Effectiveness and General Manager. • Lead the overall management of initiatives including functions of scope, time cost, quality, human resources, communications and risk to deliver objectives that are aligned with organisational goals, strategies and objectives. • Manage the application of project scope controls to maintain the agreed scope of works and actively participate in the design and establishment of governance arrangements for the allocated projects. • Develop, implement and maintain schedules to deliver initiatives within agreed time frames, resources and budget escalating variances via the appropriate channels in a timely manner. • Responsible for identifying and managing program priorities, stakeholders throughout the life cycle of works undertaken and establishing a sponsorship lead approach. • Monitor quality including determining quality requirements, implementing quality assurance processes and using improvement methodology. • Facilitate links between people, ideas and information through developing and tailoring communications to manage programs and stakeholder groups impacted by change and cascade messages to engage teams. • Build and maintain effective, trusted relationships with key stakeholders, including the service lines and other district services to work in partnership and promote alignment in meeting priorities. • Ensure all reporting requirements comply with SESLHD principles and practices and ensuring escalation and management of all risks, issues and change controls. • Identify opportunities for sustainable organisational change, measure change impact and develop appropriate change management documentation and processes to respond to this change impact. • Prepare agendas, meeting papers and minute taking for assigned meetings and follow up on any actions as required • Establish, collect and manage the required metrics such as baseline, actual values for costs, estimated benefits and identify key performance indicators as a measure of success. • Analyse and interpret data from various sources to fully understand and link data with opportunities and measurable outcomes.
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Section 3 – Key Challenges

The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none"> • Leading consultations with internal and external stakeholders often where there are competing needs/objectives. • Balancing limited resources to meet competing stakeholder needs and expectations and dealing with high volume workloads whilst concurrently managing to achieve positive outcomes. • Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources. • Consistently adapting to and managing staff and managers' expectations in responding to contentious issues and demands
Decision Making <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none"> • The Service Line Executive Support Officer is required to seek all relevant information in relation to the work plans and initiatives and use their influencing skills in order to

	achieve an outcome which is beneficial to the organisation whilst ensuring work objectives are met. <ul style="list-style-type: none"> • Undertakes negotiations around timelines for delivery of services. • The Service Line Executive Support Officer will need to be able to facilitate decision making to ensure that agreed objectives are met.
Communication (Free Text – Up to 1000 characters)	<ul style="list-style-type: none"> • Independently and satisfactorily resolve problems or conflicts within the scope of the role and utilising effective interpersonal skills in liaising with persons at all levels within the organisation.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically

Key Internal Relationships	Who?	Director of Organisational Effectiveness
	Why?	Receive leadership, guidance and support
	Who?	Nursing and Operations Co-Director and Medical Co-Director
	Why?	Provide executive management support
	Who?	District Services
	Why?	Collaborate to provide executive management support services
Does this role routinely interact with external stakeholders ?		NO
Key External Relationships	Who?	Professional bodies and networks
	Why?	Maintain networks and professional affiliations
	Who?	N/A
	Why?	N/A
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	N/A
Indirect Reports	N/A

Section 6 – Financial Delegation

If selecting "Other" then please specify the monetary value of the financial delegation (ex: \$5000.00).

As per delegation manual	N/A
Other \$	N/A

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	(Mandatory)	<u>All Positions</u> Pre-employment Health Declaration Form <u>Dependant on Position applied for:</u> Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check
	(Free Text Up to 3500 characters)	N/A

Section 8 – Selection Criteria

Please add all standard selection criteria in to separate Selection Criteria boxes.

1 (Free Text – Up to 1000 characters)	Tertiary qualifications and/or equivalent experience in health management or a related discipline
2 (Free Text – Up to 1000 characters)	Demonstrated knowledge of the health service industry and an ability to apply that knowledge to achieve high standards of quality, efficiency and effectiveness in the delivery of health services
3 (Free Text – Up to 1000 characters)	Demonstrated high level of analytical and problem solving skills and significant experience in project development, management and evaluation.
4 (Free Text – Up to 1000 characters)	Demonstrated ability to develop and maintain effective working relationships with clinicians, managers and other key staff and external stakeholders
5 (Free Text – Up to 1000 characters)	Demonstrated experience in writing high level reports, briefings and other forms of written advice and highly developed communication, interpersonal and influencing skills.
6 (Free Text – Up to 1000 characters)	Demonstrated ability to achieve project management objectives in challenging circumstances.
7 (Free Text – Up to 1000 characters)	Demonstrated skills and experience in office software including word processing, presentation, spreadsheet, database, internet, email systems and general record management.

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	(Mandatory)	<ul style="list-style-type: none">• All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers• Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
	((Free Text – Up to 3800 characters)	N/A

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	
	<input type="checkbox"/>	Act with Integrity	
	<input type="checkbox"/>	Manage Self	
	<input type="checkbox"/>	Value Diversity	
Relationships	<input type="checkbox"/>	Communicate Effectively	
	<input type="checkbox"/>	Commitment to Customer Service	
	<input type="checkbox"/>	Work Collaboratively	
	<input type="checkbox"/>	Influence and Negotiate	
Results	<input type="checkbox"/>	Deliver Results	
	<input type="checkbox"/>	Plan and Prioritise	
	<input type="checkbox"/>	Think and Solve Problems	
	<input type="checkbox"/>	Demonstrate Accountability	
Business Enablers	<input type="checkbox"/>	Finance	
	<input type="checkbox"/>	Technology	
	<input type="checkbox"/>	Procurement and Contract Management	
	<input type="checkbox"/>	Project Management	
People Management	<input type="checkbox"/>	Manage and Develop People	
	<input type="checkbox"/>	Inspire Direction and Purpose	
	<input type="checkbox"/>	Optimise Business Outcomes	
	<input type="checkbox"/>	Manage Reform and Change	

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Frequent
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Frequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Frequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Occasional
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Occasional
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Occasional
Hand and Arm Movements – repetitive movements of hands and arms	Occasional
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Occasional
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Frequent
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Frequent
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Occasional
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Infrequent
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Infrequent
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Infrequent
Fumes – exposure to noxious or toxic fumes	Infrequent
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent
Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Infrequent

Position Description

Facility/Service	The Sutherland Hospital (TSH)
Department	Executive Unit
Manager	Professionally: Director of Clinical Services Operationally: General Manager TSH and Garrawarra
Position Number	TBA
Cost Centre	163066

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *	Medical Co-Director/Head of Department	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	Staff Specialists	
Position Classification*	Staff Specialist	
Job Category*	Management	
Job Classification*	Director	
Speciality		
Does this require Senior Executive Level Standards?	No	
Does this role manage or supervise others?*	Yes	
Primary Purpose of the role*	<i>(Mandatory)</i>	South Eastern Sydney Local Health District (SESLHD) is committed to improving the care provided to our patients in line with our vision of Working together to improve the health and wellbeing of our community.
	<i>(Free Text)</i>	Together with the Nursing and Operations Co-Director, lead, guide and manage the Service Line and implement high levels of clinical expertise in order to provide high quality care to patients of Sutherland Hospital (TSH) consistent with NSW Health and South Eastern Sydney Local Health District (SESLHD) policies, procedures and standards. This position is a member of the Service Line executive team and together with the Nursing and Operations Co-Director, is required to lead and manage the development and implementation of strategies, plans, systems and procedures to minimise risk exposure, improve the organisational performance of the service line and ensure compliance with statutory, industrial requirements and Government policy.

Section 2 – Key Accountabilities

A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"

Standard Key Accountabilities*	<i>(Free Text – Up to 3400 characters)</i>	<ul style="list-style-type: none"> Develop, lead and implement systems and processes to ensure the delivery of service plans and strategies, in alignment with SESLHD
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		<p>strategies and incorporating improvement, research, analysis and high quality reporting.</p> <ul style="list-style-type: none"> • Lead and facilitate meetings, promoting effective collaboration for patient focused solution development in areas such as patient safety and quality. • Lead and participate in the implementation of key organisational and service line initiatives that contribute to the systems and business processes, reflecting improvement strategies in meeting organisation performance indicators and goals. • Evaluate achievements and outcomes through quality control audits in the area of mitigating patient harm, using the patient safety program and other programs identified in achieving quality patient safety within the service line. • Oversee financial management of the service line using systems, budgets and reporting tools that integrate with the organisations financial data systems. • Evaluate and report on identification, escalation and mitigation of clinical risks within the service line in alignment with National Standards, Clinical and Patient Safety programs and organisation data collection systems. • Monitor and utilise person centred care principles, in addition to collected data and feedback, to inform managers within the service line, of deficits requiring timely action, ensuring appropriate resources are in place. • Monitor staffing strategies to ensure adequate requirement and retention, including development, succession and capability building planning. • Develop workforce plans for strategic use of human resources in achieving workforce priorities and addressing models of care for the service line. • Represent Sutherland Hospital at clinical stream meetings, where appropriate. • Manage Medical Heads of Department through the use of performance management tools and effective communication, including promotion of professional accountability, strategic direction and operational goals of the service line. • Actively participate through attendance and contribution, in the monthly meetings with the service line executive team • Represent service line and specialty on peak committees at local and district levels (where appropriate). • Monitor and provide critical analysis on mortalities and morbidities compliance across the service line and take action to improve where required, using strategies in alignment with those of the organisation. • Develop medical workforce planning strategies in conjunction with Medical Administration and Medical Heads of Department, ensuring appropriate staffing and skill mix levels are sustainably maintained. • Participate in activities applicable to senior clinical leaders in meeting the requirements for National Standards accreditation. • Participate and contribute to the forward-planning of services and activities to maximise effective use of current and future resources. • Model the highest standards of ethical behaviour and interaction that promote a culture and supporting practices that reflect the organisations values at all times. • Maintain responsibility for personal and professional development by participating in evidence based practice activities, training/education, and performance reviews/appraisals in order to continuously improve leadership and management within the service.
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Section 3 – Key Challenges

The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges (Free Text – Up to 1000 characters)	<ul style="list-style-type: none"> Balancing limited resources to meet competing patient/client needs and expectations and dealing with high volume workloads while at the same time managing to achieve positive outcomes Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources Participating in consultations with internal and external stakeholders often where there are competing needs/objectives
Decision Making (Free Text – Up to 1000 characters)	<ul style="list-style-type: none"> Makes decisions using advanced reasoning skills and working autonomously in relation to day-to-day operations and clinical care of patients/clients within scope of practice Has substantial autonomy in the management of staff and other resources of the Service Line including managing the performance for others to achieve work objectives Exercises independent professional knowledge and judgement to solve problems of a complex nature
Communication (Free Text – Up to 1000 characters)	<ul style="list-style-type: none"> Internally, is required to communicate regularly with service line executive and management, nursing staff, medical staff, and other health care members of multi-disciplinary teams on issues related to patient care and team functioning Externally, will develop and maintain effective relationships with relatives, patients, Ministry of Health, Colleges, GP's, other health organisations, NGO's

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically

Key Internal Relationships	Who?	General Manager and Director of Clinical Services
	Why?	Receive leadership, guidance and support
	Who?	Nursing Co-Director and Executive Team at TSH
	Why?	Management of service line and collaborating on operational matters
	Who?	N/A
	Why?	N/A
Does this role routinely interact with external stakeholders ?		NO
Key External Relationships	Who?	Professional bodies and networks
	Why?	Maintain networks and professional affiliations
	Who?	Patients/Clients, their families and relevant parties (in accordance with legislation related to confidentiality and privacy)
	Why?	To provide appropriate, high quality, patient centred care which meets needs and expectations in line with CORE values
	Who?	N/A
	Why?	N/A
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	Service Line Heads of Department
Indirect Reports	TBA

Section 6 – Financial Delegation

If selecting "Other" then please specify the monetary value of the financial delegation (ex: \$5000.00).

As per delegation manual	TBA
Other \$	N/A

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	(Mandatory)	All Positions Pre-employment Health Declaration Form Dependant on Position applied for: Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check
	(Free Text Up to 3500 characters)	N/A

Section 8 – Selection Criteria

Please add all standard selection criteria in to separate Selection Criteria boxes.

1 (Free Text – Up to 1000 characters)	Eligible for registration with the Medical Board of Australia as a Specialist in field, and/or overseas trained specialist pathways and registration with AHPRA
2 (Free Text – Up to 1000 characters)	Demonstrated recent clinical experience in specialty at the role delineation of the service through proven highly developed decision making ability.
3 (Free Text – Up to 1000 characters)	Demonstrated ability to work effectively as part of a multidisciplinary and Executive team and provide effective leadership to a team including forging direction and role modelling high quality standards of service delivery.
4 (Free Text – Up to 1000 characters)	Demonstrated effective clinical communication and well-developed persuasion and negotiation through the use of information technology and written, verbal and interpersonal skills
5 (Free Text – Up to 1000 characters)	Demonstrated commitment to teaching, continuing education, research and quality improvement
6 (Free Text – Up to 1000 characters)	Strong capabilities in risk identification and mitigation, quality assurance practices and driving improvement opportunities in the face of challenges.

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
	<i>((Free Text – Up to 3800 characters))</i>	N/A

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input checked="" type="checkbox"/>	Display Resilience and Courage	Highly Advanced
	<input type="checkbox"/>	Act with Integrity	
	<input type="checkbox"/>	Manage Self	
	<input type="checkbox"/>	Value Diversity	
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Advanced
	<input type="checkbox"/>	Commitment to Customer Service	
	<input checked="" type="checkbox"/>	Work Collaboratively	Adept
	<input type="checkbox"/>	Influence and Negotiate	
Results	<input checked="" type="checkbox"/>	Deliver Results	Adept
	<input type="checkbox"/>	Plan and Prioritise	
	<input checked="" type="checkbox"/>	Think and Solve Problems	Advanced
	<input type="checkbox"/>	Demonstrate Accountability	
Business Enablers	<input checked="" type="checkbox"/>	Finance	Adept
	<input type="checkbox"/>	Technology	
	<input type="checkbox"/>	Procurement and Contract Management	
	<input type="checkbox"/>	Project Management	
People Management	<input checked="" type="checkbox"/>	Manage and Develop People	Advanced
	<input type="checkbox"/>	Inspire Direction and Purpose	
	<input type="checkbox"/>	Optimise Business Outcomes	
	<input type="checkbox"/>	Manage Reform and Change	

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Frequent
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Frequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Frequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Occasional
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Occasional
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Occasional
Hand and Arm Movements – repetitive movements of hands and arms	Occasional
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Occasional
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Frequent
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Frequent
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Occasional
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Infrequent
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Infrequent
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Infrequent
Fumes – exposure to noxious or toxic fumes	Infrequent
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent
Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Occasional
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Occasional

Position Description

Facility/Service	Nursing and Operations Co-Director - Critical Care, Surgery, Perioperative, Anaesthetics
Department	Executive Unit
Manager	Operationally – General Manager, The Sutherland Hospital and Garrawarra Centre Professionally – Director of Nursing, The Sutherland Hospital
Position Number	TBA
Cost Centre	163066

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *	Nursing and Operations Co-Director	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	NSW Public Hospital Nurses and Midwives (State) Award	
Position Classification*	Nurse Manager Grade 6	
Job Category*	Nursing and Midwifery	
Job Classification*	Nurse Manager	
Speciality		
Does this require Senior Executive Level Standards?		
Does this role manage or supervise others?*	Yes	
Primary Purpose of the role*	<i>(Mandatory)</i>	South Eastern Sydney Local Health District (SESLHD) is committed to improving the care provided to our patients in line with our vision of Working together to improve the health and wellbeing of our community.
	<i>(Free Text)</i>	<p>The Nursing and Operations Co-Director is responsible for the nursing operations across the Service Line at Sutherland Hospital. The position will provide nursing leadership and management for the complex clinical services within the Service Line.</p> <p>The Nursing and Operations Co-Director is a member of the executive team and works collaboratively with Medical Co-Director to ensure that service activity and care delivery is consistent with organisational performance targets and clinical safety standards. This position is also required to Deputise for the Director of Nursing.</p>

Section 2 – Key Accountabilities

A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"

Standard Key Accountabilities*	<i>(Free Text – Up to 3400 characters)</i>	<ul style="list-style-type: none"> Develop, lead and implement systems and processes to ensure the delivery of service plans and strategies, in alignment with SESLHD strategies and incorporating improvement, research, analysis and high quality reporting. Lead and facilitate meetings, promoting effective collaboration for patient focused solution development in areas such as patient safety and quality.
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		<ul style="list-style-type: none"> • Lead and participate in the implementation of key organisational and service line initiatives that contribute to the systems and business processes, reflecting improvement strategies in meeting organisation performance indicators and goals. • Evaluate achievements and outcomes through quality control audits in the area of mitigating patient harm, using the patient safety program and other programs identified in achieving quality patient safety within the service line. • Oversee financial management of the service line using systems, budgets and reporting tools that integrate with the organisations financial data systems. • Evaluate and report on identification, escalation and mitigation of clinical risks within the service line in alignment with National Standards, Clinical and Patient Safety programs and organisation data collection systems. • Monitor and utilise person centred care principles, in addition to collected data and feedback, to inform managers within the service line, of deficits requiring timely action, ensuring appropriate resources are in place. • Monitor staffing strategies to ensure adequate requirement and retention, including development, succession and capability building planning. • Develop workforce plans for strategic use of human resources in achieving workforce priorities and addressing models of care for the service line. • Manage and monitor nursing and midwifery workforce priorities and models of care • Collaborate with service line NUM's to ensure activity and care delivery is in line with the key areas of cost centre management and reporting, human resource initiatives and risk management • Provide advice and support to NUM's to ensure an effective management of nurses and midwives through the use of the organisations performance management frameworks and tools. • Evaluate and report on local patient flow management within the service line. • Escalation and management of operational issues to DON as appropriate • Contribute to the annual review and negotiation of the nursing and midwifery budget. • Monitor compliance with approved budget and initiate timely and appropriate corrective action in collaboration with Unit Manager, DON and Director Organisational Effectiveness, Strategy and Performance. • Model the highest standards of ethical behaviour and interaction that promote a culture and supporting practices that reflect the organisations values at all times. • Maintain responsibility for personal and professional development by participating in evidence based practice activities, training/education, and performance reviews/appraisals in order to continuously improve leadership and management within the service.
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Section 3 – Key Challenges

The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges (<i>Free Text – Up to 1000 characters</i>)	<ul style="list-style-type: none"> • Balancing limited resources to meet competing patient/client needs and expectations and dealing with high volume workloads while at the same time managing to achieve positive outcomes • Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources
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	<ul style="list-style-type: none"> Participating in consultations with internal and external stakeholders often where there are competing needs/objectives
Decision Making <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none"> Makes decisions using advanced reasoning skills and working autonomously in relation to day-to-day operations and clinical care of patients/clients within scope of practice Has substantial autonomy in the management of staff and other resources of the Service Line including managing the performance of others to achieve work objectives Exercises independent professional knowledge and judgement to solve problems of a complex nature
Communication <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none"> Internally, is required to communicate regularly with service line executive and management, nursing staff, medical staff, and other health care members of multi-disciplinary teams on issues related to patient care and team functioning Externally, will develop and maintain effective relationships with relatives, patients, Ministry of Health, other health organisations, NGO's

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically

Key Internal Relationships	Who?	Medical Co-Director
	Why?	Partner in the delivery of core management to the service line
	Who?	General Manager TSH and Garrawarra and Director of Nursing
	Why?	Receive guidance, leadership and direction.
	Who?	Service line executive and management, nursing staff, medical staff, and other health care members of multi-disciplinary teams
	Why?	Provide expert advice, guidance and support in the delivery of core activities
Does this role routinely interact with external stakeholders ?		YES
Key External Relationships	Who?	Relatives of patients and patients
	Why?	Provide expertise and advice on complex matters relating to escalated patient safety and quality matters
	Who?	Ministry of Health, other health organisations, NGO's
	Why?	Liaise and network in the provision of best practice service and leadership
	Who?	N/A
	Why?	N/A
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	Nurse Manager Emergency Department, Nurse Manager Perioperative
Indirect Reports	TBA

Section 6 – Financial Delegation

If selecting "Other" then please specify the monetary value of the financial delegation (ex: \$5000.00).

As per delegation manual	TBA
Other \$	N/A

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<u>All Positions</u> Pre-employment Health Declaration Form <u>Dependant on Position applied for:</u> Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check
	<i>(Free Text Up to 3500 characters)</i>	N/A

Section 8 – Selection Criteria

Please add all standard selection criteria in to separate Selection Criteria boxes.

1 <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none">Current practicing registration with the Australian Health Practitioners Regulation Agency (AHPRA) and a current, Class C NSW Health driver's license, tertiary qualifications relevant to the role or working towards same and/or substantial recent experience at a senior management level.
2 <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none">Demonstrated leadership skills and the ability to motivate inspire and organise staff to achieve organisational, program and professional outcomes.
3 <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none">Demonstrated experience in the application of change.
4 <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none">Demonstrated ability to identify and analyse clinical needs and to recommend and evaluate innovative business plans and organisational strategies in response to those needs. This includes the implementation of innovative and effective models of clinical practice.
5 <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none">Proven effective negotiation and communication skills (written and verbal) with a wide range of stakeholders including patients, public, and Ministry of Health and government representatives.
6 <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none">A comprehensive knowledge of and commitment to health system safety, quality, risk management, improvement systems, research and professional development

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none">All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managersAct as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
	<i>((Free Text – Up to 3800 characters)</i>	N/A

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input checked="" type="checkbox"/>	Display Resilience and Courage	Highly Advanced
	<input type="checkbox"/>	Act with Integrity	
	<input type="checkbox"/>	Manage Self	
	<input type="checkbox"/>	Value Diversity	
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Advanced
	<input type="checkbox"/>	Commitment to Customer Service	
	<input checked="" type="checkbox"/>	Work Collaboratively	Adept
	<input type="checkbox"/>	Influence and Negotiate	
Results	<input type="checkbox"/>	Deliver Results	
	<input type="checkbox"/>	Plan and Prioritise	
	<input checked="" type="checkbox"/>	Think and Solve Problems	Advanced
	<input type="checkbox"/>	Demonstrate Accountability	
Business Enablers	<input checked="" type="checkbox"/>	Finance	Adept
	<input type="checkbox"/>	Technology	
	<input type="checkbox"/>	Procurement and Contract Management	
	<input type="checkbox"/>	Project Management	
People Management	<input checked="" type="checkbox"/>	Manage and Develop People	Advanced
	<input type="checkbox"/>	Inspire Direction and Purpose	
	<input type="checkbox"/>	Optimise Business Outcomes	
	<input type="checkbox"/>	Manage Reform and Change	

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Frequent
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Occasional
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Frequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Frequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Occasional
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Occasional
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Infrequent
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Occasional
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Infrequent
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Occasional
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Occasional
Unpredictable People – e.g. dementia, mental illness, head injuries	Occasional
Restraining – involvement in physical containment of patients/clients	Infrequent
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Occasional
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent
Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Infrequent

Position Description

Facility/Service	Nursing and Operations Co-Director - Aged Care and Rehabilitation & Community Health, Garrawarra Centre, Ambulatory Care and Outpatients Clinics
Department	Executive Unit
Manager	Operationally – General Manager, The Sutherland Hospital and Garrawarra Centre Professionally – Director of Nursing, The Sutherland Hospital
Position Number	TBA
Cost Centre	163066

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *	Nursing and Operations Co-Director	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	NSW Public Hospital Nurses and Midwives (State) Award	
Position Classification*	Nurse Manager Grade 6	
Job Category*	Nursing and Midwifery	
Job Classification*	Nurse Manager	
Speciality		
Does this require Senior Executive Level Standards?		
Does this role manage or supervise others?*	Yes	
Primary Purpose of the role*	<i>(Mandatory)</i>	South Eastern Sydney Local Health District (SESLHD) is committed to improving the care provided to our patients in line with our vision of Working together to improve the health and wellbeing of our community.
	<i>(Free Text)</i>	The Nursing and Operations Co-Director is responsible for the nursing operations across the Service Line at Sutherland Hospital. The position will provide nursing leadership and management for the complex clinical services within the Service Line. The Nursing and Operations Co-Director is a member of the executive team and works collaboratively with Medical Co-Director to ensure that service activity and care delivery is consistent with organisational performance targets and clinical safety standards.

Section 2 – Key Accountabilities

A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"

Standard Key Accountabilities*	<i>(Free Text – Up to 3400 characters)</i>	<ul style="list-style-type: none"> Develop, lead and implement systems and processes to ensure the delivery of service plans and strategies, in alignment with SESLHD strategies and incorporating improvement, research, analysis and high quality reporting. Lead and facilitate meetings, promoting effective collaboration for patient focused solution development in areas such as patient safety and quality. Lead and participate in the implementation of key organisational and service line initiatives that contribute to the systems and business
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		<p>processes, reflecting improvement strategies in meeting organisation performance indicators and goals.</p> <ul style="list-style-type: none"> • Evaluate achievements and outcomes through quality control audits in the area of mitigating patient harm, using the patient safety program and other programs identified in achieving quality patient safety within the service line. • Oversee financial management of the service line using systems, budgets and reporting tools that integrate with the organisations financial data systems. • Evaluate and report on identification, escalation and mitigation of clinical risks within the service line in alignment with National Standards, Clinical and Patient Safety programs and organisation data collection systems. • Monitor and utilise person centred care principles, in addition to collected data and feedback, to inform managers within the service line, of deficits requiring timely action, ensuring appropriate resources are in place. • Monitor staffing strategies to ensure adequate requirement and retention, including development, succession and capability building planning. • Develop workforce plans for strategic use of human resources in achieving workforce priorities and addressing models of care for the service line. • Manage and monitor nursing and midwifery workforce priorities and models of care • Collaborate with service line NUM's to ensure activity and care delivery is in line with the key areas of cost centre management and reporting, human resource initiatives and risk management • Provide advice and support to NUM's to ensure an effective management of nurses and midwives through the use of the organisations performance management frameworks and tools. • Evaluate and report on local patient flow management within the service line. • Escalation and management of operational issues to DON as appropriate • Contribute to the annual review and negotiation of the nursing and midwifery budget. • Monitor compliance with approved budget and initiate timely and appropriate corrective action in collaboration with Unit Manager, DON and Director Organisational Effectiveness, Strategy and Performance. • Model the highest standards of ethical behaviour and interaction that promote a culture and supporting practices that reflect the organisations values at all times. • Maintain responsibility for personal and professional development by participating in evidence based practice activities, training/education, and performance reviews/appraisals in order to continuously improve leadership and management within the service.
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Section 3 – Key Challenges

The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

<p>Challenges (<i>Free Text – Up to 1000 characters</i>)</p>	<ul style="list-style-type: none"> • Balancing limited resources to meet competing patient/client needs and expectations and dealing with high volume workloads while at the same time managing to achieve positive outcomes • Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources • Participating in consultations with internal and external stakeholders often where there are competing needs/objectives
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Decision Making (Free Text – Up to 1000 characters)	<ul style="list-style-type: none"> • Makes decisions using advanced reasoning skills and working autonomously in relation to day-to-day operations and clinical care of patients/clients within scope of practice • Has substantial autonomy in the management of staff and other resources of the Service Line including managing the performance of others to achieve work objectives • Exercises independent professional knowledge and judgement to solve problems of a complex nature
Communication (Free Text – Up to 1000 characters)	<ul style="list-style-type: none"> • Internally, is required to communicate regularly with service line executive and management, nursing staff, medical staff, and other health care members of multi-disciplinary teams on issues related to patient care and team functioning • Externally, will develop and maintain effective relationships with relatives, patients, Ministry of Health, other health organisations, NGO's

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically

Key Internal Relationships	Who?	Medical Co-Director
	Why?	Partner in the delivery of core management to the service line
	Who?	General Manager TSH and Garrawarra and Director of Nursing
	Why?	Receive guidance, leadership and direction.
	Who?	Service line executive and management, nursing staff, medical staff, and other health care members of multi-disciplinary teams
	Why?	Provide expert advice, guidance and support in the delivery of core activities
Does this role routinely interact with external stakeholders ?		YES
Key External Relationships	Who?	Relatives of patients and patients
	Why?	Provide expertise and advice on complex matters relating to escalated patient safety and quality matters
	Who?	Ministry of Health, other health organisations, NGO's
	Why?	Liaise and network in the provision of best practice service and leadership
	Who?	N/A
	Why?	N/A
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	Nurse Manager, Southcare, Killara Rehab and RADIUS
Indirect Reports	TBA

Section 6 – Financial Delegation

If selecting "Other" then please specify the monetary value of the financial delegation (ex: \$5000.00).

As per delegation manual	TBA
Other \$	N/A

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<u>All Positions</u> Pre-employment Health Declaration Form <u>Dependant on Position applied for:</u> Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check
	<i>(Free Text Up to 3500 characters)</i>	N/A

Section 8 – Selection Criteria

Please add all standard selection criteria in to separate Selection Criteria boxes.

1 <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none"> Current practicing registration with the Australian Health Practitioners Regulation Agency (AHPRA) and a current, Class C NSW Health driver's license, tertiary qualifications relevant to the role or working towards same and/or substantial recent experience at a senior management level.
2 <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none"> Demonstrated leadership skills and the ability to motivate inspire and organise staff to achieve organisational, program and professional outcomes.
3 <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none"> Demonstrated experience in the application of change.
4 <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none"> Demonstrated ability to identify and analyse clinical needs and to recommend and evaluate innovative business plans and organisational strategies in response to those needs. This includes the implementation of innovative and effective models of clinical practice.
5 <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none"> Proven effective negotiation and communication skills (written and verbal) with a wide range of stakeholders including patients, public, and Ministry of Health and government representatives.
6 <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none"> A comprehensive knowledge of and commitment to health system safety, quality, risk management, improvement systems, research and professional development

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
	<i>((Free Text – Up to 3800 characters)</i>	N/A

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input checked="" type="checkbox"/>	Display Resilience and Courage	Highly Advanced
	<input type="checkbox"/>	Act with Integrity	
	<input type="checkbox"/>	Manage Self	
	<input type="checkbox"/>	Value Diversity	
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Advanced
	<input type="checkbox"/>	Commitment to Customer Service	
	<input checked="" type="checkbox"/>	Work Collaboratively	Adept
	<input type="checkbox"/>	Influence and Negotiate	
Results	<input type="checkbox"/>	Deliver Results	
	<input type="checkbox"/>	Plan and Prioritise	
	<input checked="" type="checkbox"/>	Think and Solve Problems	Advanced
	<input type="checkbox"/>	Demonstrate Accountability	
Business Enablers	<input checked="" type="checkbox"/>	Finance	Adept
	<input type="checkbox"/>	Technology	
	<input type="checkbox"/>	Procurement and Contract Management	
	<input type="checkbox"/>	Project Management	
People Management	<input checked="" type="checkbox"/>	Manage and Develop People	Advanced
	<input type="checkbox"/>	Inspire Direction and Purpose	
	<input type="checkbox"/>	Optimise Business Outcomes	
	<input type="checkbox"/>	Manage Reform and Change	

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Frequent
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Occasional
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Frequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Frequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Occasional
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Occasional
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Infrequent
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Occasional
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Infrequent
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Occasional
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Occasional
Unpredictable People – e.g. dementia, mental illness, head injuries	Occasional
Restraining – involvement in physical containment of patients/clients	Infrequent
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Occasional
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent
Hazardous Substances – e.g. dry chemicals, glues	Infrequent
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Infrequent

Position Description

Facility/Service	Nursing and Operations Co-Director - Medicine, Cancer, Cardiology, Respiratory, Women's and Children's Health
Department	Executive Unit
Manager	Operationally – General Manager, The Sutherland Hospital and Garrawarra Centre Professionally – Director of Nursing, The Sutherland Hospital
Position Number	TBA
Cost Centre	163066

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *	Nursing Co-Director	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	NSW Public Hospital Nurses and Midwives (State) Award	
Position Classification*	Nurse Manager Grade 6	
Job Category*	Nursing and Midwifery	
Job Classification*	Nurse Manager	
Speciality		
Does this require Senior Executive Level Standards?		
Does this role manage or supervise others?*	Yes	
Primary Purpose of the role*	<i>(Mandatory)</i>	South Eastern Sydney Local Health District (SESLHD) is committed to improving the care provided to our patients in line with our vision of Working together to improve the health and wellbeing of our community.
	<i>(Free Text)</i>	The Nursing and Operations Co-Director is responsible for the nursing operations across the Service Line at Sutherland Hospital. The position will provide nursing leadership and management for the complex clinical services within the Service Line. The Nursing Co-Director is a member of the executive team and works collaboratively with Medical Co-Director to ensure that service activity and care delivery is consistent with organisational performance targets and clinical safety standards.

Section 2 – Key Accountabilities

A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"

Standard Key Accountabilities*	<i>(Free Text – Up to 3400 characters)</i>	<ul style="list-style-type: none"> Develop, lead and implement systems and processes to ensure the delivery of service plans and strategies, in alignment with SESLHD strategies and incorporating improvement, research, analysis and high quality reporting. Lead and facilitate meetings, promoting effective collaboration for patient focused solution development in areas such as patient safety and quality. Lead and participate in the implementation of key organisational and service line initiatives that contribute to the systems and business
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		<p>processes, reflecting improvement strategies in meeting organisation performance indicators and goals.</p> <ul style="list-style-type: none"> • Evaluate achievements and outcomes through quality control audits in the area of mitigating patient harm, using the patient safety program and other programs identified in achieving quality patient safety within the service line. • Oversee financial management of the service line using systems, budgets and reporting tools that integrate with the organisations financial data systems. • Evaluate and report on identification, escalation and mitigation of clinical risks within the service line in alignment with National Standards, Clinical and Patient Safety programs and organisation data collection systems. • Monitor and utilise person centred care principles, in addition to collected data and feedback, to inform managers within the service line, of deficits requiring timely action, ensuring appropriate resources are in place. • Monitor staffing strategies to ensure adequate requirement and retention, including development, succession and capability building planning. • Develop workforce plans for strategic use of human resources in achieving workforce priorities and addressing models of care for the service line. • Manage and monitor nursing and midwifery workforce priorities and models of care • Collaborate with service line NUM's to ensure activity and care delivery is in line with the key areas of cost centre management and reporting, human resource initiatives and risk management • Provide advice and support to NUM's to ensure an effective management of nurses and midwives through the use of the organisations performance management frameworks and tools. • Evaluate and report on local patient flow management within the service line. • Escalation and management of operational issues to DON as appropriate • Contribute to the annual review and negotiation of the nursing and midwifery budget. • Monitor compliance with approved budget and initiate timely and appropriate corrective action in collaboration with Unit Manager, DON and Director Organisational Effectiveness, Strategy and Performance. • Model the highest standards of ethical behaviour and interaction that promote a culture and supporting practices that reflect the organisations values at all times. • Maintain responsibility for personal and professional development by participating in evidence based practice activities, training/education, and performance reviews/appraisals in order to continuously improve leadership and management within the service.
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Section 3 – Key Challenges

The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

<p>Challenges (<i>Free Text – Up to 1000 characters</i>)</p>	<ul style="list-style-type: none"> • Balancing limited resources to meet competing patient/client needs and expectations and dealing with high volume workloads while at the same time managing to achieve positive outcomes • Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources • Participating in consultations with internal and external stakeholders often where there are competing needs/objectives
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Decision Making (Free Text – Up to 1000 characters)	<ul style="list-style-type: none"> • Makes decisions using advanced reasoning skills and working autonomously in relation to day-to-day operations and clinical care of patients/clients within scope of practice • Has substantial autonomy in the management of staff and other resources of the Service Line including managing the performance of others to achieve work objectives • Exercises independent professional knowledge and judgement to solve problems of a complex nature
Communication (Free Text – Up to 1000 characters)	<ul style="list-style-type: none"> • Internally, is required to communicate regularly with service line executive and management, nursing staff, medical staff, and other health care members of multi-disciplinary teams on issues related to patient care and team functioning • Externally, will develop and maintain effective relationships with relatives, patients, Ministry of Health, other health organisations, NGO's

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically

Key Internal Relationships	Who?	Medical Co-Director
	Why?	Partner in the delivery of core management to the service line
	Who?	General Manager TSH and Garrawarra and Director of Nursing
	Why?	Receive guidance, leadership and direction.
	Who?	Service line executive and management, nursing staff, medical staff, and other health care members of multi-disciplinary teams
	Why?	Provide expert advice, guidance and support in the delivery of core activities
Does this role routinely interact with external stakeholders ?		YES
Key External Relationships	Who?	Relatives of patients and patients
	Why?	Provide expertise and advice on complex matters relating to escalated patient safety and quality matters
	Who?	Ministry of Health, other health organisations, NGO's
	Why?	Liaise and network in the provision of best practice service and leadership
	Who?	N/A
	Why?	N/A
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	Nurse Manager, Women's and Children's Health
Indirect Reports	TBA

Section 6 – Financial Delegation

If selecting "Other" then please specify the monetary value of the financial delegation (ex: \$5000.00).

As per delegation manual	TBA
Other \$	N/A

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<u>All Positions</u> Pre-employment Health Declaration Form <u>Dependant on Position applied for:</u> Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check
	<i>(Free Text Up to 3500 characters)</i>	N/A

Section 8 – Selection Criteria

Please add all standard selection criteria in to separate Selection Criteria boxes.

1 <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none"> Current practicing registration with the Australian Health Practitioners Regulation Agency (AHPRA) and a current, Class C NSW Health driver's license, tertiary qualifications relevant to the role or working towards same and/or substantial recent experience at a senior management level.
2 <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none"> Demonstrated leadership skills and the ability to motivate inspire and organise staff to achieve organisational, program and professional outcomes.
3 <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none"> Demonstrated experience in the application of change.
4 <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none"> Demonstrated ability to identify and analyse clinical needs and to recommend and evaluate innovative business plans and organisational strategies in response to those needs. This includes the implementation of innovative and effective models of clinical practice.
5 <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none"> Proven effective negotiation and communication skills (written and verbal) with a wide range of stakeholders including patients, public, and Ministry of Health and government representatives.
6 <i>(Free Text – Up to 1000 characters)</i>	<ul style="list-style-type: none"> A comprehensive knowledge of and commitment to health system safety, quality, risk management, improvement systems, research and professional development

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
	<i>((Free Text – Up to 3800 characters)</i>	N/A

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role

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