



## JOB AND PERSON SPECIFICATION

Position Title: **Director of Nursing or Midwifery**

Classification Code: **Registered Nurse/Midwife (Level 6.1)**

Type of Appointment:

- Ongoing
- Temporary
- Other Term

Division:

Branch:

Section:

Position Number:

Position Created:

### Job & Person Specification Approval

\_\_\_\_\_  
CE or delegate

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### PREAMBLE:

Underpinning the Department of Health Strategic Directions are the agreed values that reflect honesty, respect and integrity for every individual. These values drive how we conduct our business and how we behave. We aim to make the values “live”. It is important that we incorporate the values into our behaviour systems and processes.

The Department has a “Commitment to Workplace Values” attached to Job and Person Specifications that all staff are required to uphold. *(Please refer to the back of this document).*

Australia has one of the most culturally and ethnically diverse populations in the world. Having a diverse workforce (inclusive of bi-lingual, bi-cultural and employees who have a disability) can enhance the department’s ability to negotiate with, and meet the needs of, the full range of its clients and customers. Such employees also add to the diversity of the workforce, and give added opportunities to fully capitalise on difference as a valuable asset in an increasingly competitive environment.

## JOB SPECIFICATION

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### 1. Summary of the broad purpose of the position in relation to the organisation's goals:

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The Director of Nursing and Midwifery provides strategic and operational leadership, governance, and direction for the nursing/midwifery services within a Health Unit or Community Service. The focus of the role is on development and implementation of frameworks and systems within which nursing/midwifery employees practice, and on monitoring and evaluating clinical practice and service delivery standards. The role scope at this level may be required to extend across more services than nursing/midwifery.

The Director of Nursing and Midwifery accept accountability for the governance and practice standards of nurses/midwives; the development and effectiveness of systems to support, evaluate and consistently improve nursing/midwifery practice and healthy work environments and the cost effective provision of health services within their span of control.

The specific scope of this Level 6 position is outlined in section 4.5 of the **Statement of Key Outcomes and Activities**.

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### 2. Reporting/Working Relationships (to whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the organisation).

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The Director of Nursing and Midwifery is:

- Responsible to the Chief Executive Officer (or to the relevant position in your local health unit/service/region)
  - Works closely with executive and senior clinical and management personnel and disciplines including medical, allied health, scientific and technical services.
  - Liaises regularly with unions and staff bodies and with external agencies will be required.
  - Responsible for the management of Nursing and Midwifery Directors Level 5.
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### 3. Special Conditions. (such as non-metropolitan location, travel requirements, etc)

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- The appointee may be subject to a Criminal History Check prior to confirmation of appointment.
  - The incumbent may be required to enter into an annual performance agreement for the achievement of (specific or service or program) outcomes.
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### 4. Statement of Key Outcomes and Activities (group into major areas of responsibility/activity and list in descending order of importance - continue on next page)

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#### 4.1 Ensuring the provision of professional high quality health care aimed at improving patient/client health outcomes by:

- Providing corporate professional nursing/midwifery advice, direction, and governance for a specified Health Unit or Community Service;
- Developing and implementing a corporate nursing/midwifery professional practice framework;
- Initiating and/or overseeing innovations, systemic change processes, and co-ordination of responses to nursing/midwifery practice and health service needs;
- Developing and implementing service delivery policies, goals, benchmarking frameworks and nursing/midwifery clinical practice standards;
- Developing and guiding the use of information systems to inform decision making, manage practice, store corporate knowledge and convey information to staff;
- Leading, coaching, coordinating and support direct reports;

**Statement of Key outcomes and Activities** (Continued)

- Integrating contemporary information and research evidence with personal knowledge and experience to support executive level decision making;

**4.2 Ensures the efficient and effective management of the nursing and midwifery services and relevant services within the span of responsibility of the position by;**

- Providing corporate management of nursing/midwifery services for a specified Health Unit or Community Service;
- Developing and/or implementing corporate administrative and risk management frameworks;
- Undertaking financial budgeting and management within a culture of due diligence;
- Establishing standards for human resource systems implementation including processes and standards of nursing/midwifery staff recruitment, performance, development and retention.
- Leading the establishment of healthy working environments, respectful relationships and learning cultures across span of appointment;
- Contributing to and/or negotiating organisation budget and activity profiles;
- Leading innovation, changing processes, and coordinating responses to emerging service and workforce needs;

**4.3 Contributes to the achievement of professional expertise through the maintenance of ongoing personal professional development/continuing education:**

- Holding a contemporary professional practice portfolio containing professional development evidence commensurate with the level of autonomy, authority and influence expected of the role;

**4.4 In addition the Director of Nursing and Midwifery may be required to;**

- Manage or oversee an organisational/regional portfolio or long term and/or significant project;
- Provide executive level management of services other than nursing/midwifery for a specified Health Unit or Community Service.

**4.5 Level 6.1 has a substantial number of the following characteristics but is not limited to:**

- Inpatient facilities which may have variable or no occupancy levels;
- Ambulatory/outpatient services;
- Primary health services and GP support;
- Emergency service for a specific local community;
- Role manages local clinical and support services;
- Role may include substantial direct clinical care provision;
- There are no administrative or support service manager roles in place to Support the Level 6 role.

**4.6 Health Unit to insert any local generic statements related to**

- Requirements for participation in Counter Disaster activities
- Requirements related to Equal Opportunities and Occupational Health Safety and Welfare

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Approved by Line Manager: \_\_\_\_\_ / /

Acknowledged by Occupant: \_\_\_\_\_ / /

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## PERSON SPECIFICATION

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### **ESSENTIAL MINIMUM REQUIREMENTS** (Those characteristics considered absolutely necessary)

#### **PLEASE NOTE:**

It is recommended that a **Maximum of 15 criteria only** (in total) be included in this section (ie the number of Essential and Desirable criteria combined should not exceed 15).

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**Educational/Vocational Qualifications** (include only those listed in **Commissioner's Standard 2, Attachment C** as an essential qualification for the specified classification group)

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- Registered or eligible for registration as a General Nurse by the Nurses Board of South Australia and who holds, or who is eligible to hold, a current practicing certificate
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**Personal Abilities/Aptitudes/Skills:** (related to the job description and expressed in a way which allows objective assessment):

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- An ability to achieve outcomes through effective leadership and delegation and by working in a team.
  - Demonstrated ability to deal with a range of issues concurrently.
  - Ability to analyse options, make decisions and implement policies.
  - Proven ability to create and manage change and operate effectively in an environment of complexity, uncertainty and rapid change.
  - Highly developed verbal and written communication skills.
  - Highly developed negotiation and conflict resolution skills.
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### **Experience**

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- Registered Nurse/Midwife with at least 3 years post registration experience or currently classified as a Clinical Nurse/Midwife.
  - Qualifications or extensive, recent, senior management experience in finance.
  - Experience in the implementation of new systems and introduction of significant change.
  - Substantial senior experience/responsibility in management including personnel, finance and strategic planning and leadership.
  - Demonstrated experience in innovative service delivery and in effecting change in the workplace to achieve agreed outcomes.
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### **Knowledge**

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- Broad knowledge and understanding of the requirements of the SA Nurses Act 1999.
- Comprehensive understanding of the Australian Nursing and Midwifery Council (ANMC) National Competencies for the Registered and Enrolled Nurse and Midwives in Recommended Domains.
- Knowledge and understanding of the ANMC Code of Professional Conduct for Nurses/Midwives in Australia (2003) and the Commissioner for Public Employment Code of Conduct for Public Employees.
- Knowledge and understanding of legislative responsibilities for OHS&W, Workers Compensation and Rehabilitation and Equal Opportunity.
- Broad based knowledge of contemporary health care issues.
- Broad knowledge of Quality Improvement Systems as applied to a hospital setting.

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**DESIRABLE CHARACTERISTICS** (To distinguish between applicants who have met all essential requirements)

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**Educational/Vocational Qualifications** ((include only those listed in **Commissioner's Standard 2, Attachment C**, as an essential qualification for the specified classification group)

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- Post graduate tertiary qualifications in health administration.

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**Personal Abilities/Aptitudes/Skills:** (related to the job description and expressed in a way which allows objective assessment):

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- Recent experience in application of information technology in the health care environment.

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**Experience**

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- Demonstrated ability to achieve and maintain sound employee relations.
- Extensive executive management in the health care field.

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**Knowledge**

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- Broad understanding of State and local political, legal and socio-economic environments and their impact upon the management of a hospital.

**Other Details:**

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# COMMITMENT TO WORKPLACE VALUES

*The Department of Health values have an influence on the people we employ*

Every organisation has values that govern the way people are treated and the way decisions are made. The Department's Strategic Plan identifies the values that guide our behaviours. These behaviours apply to all employees and govern the way people in the organisation are treated, the way decisions are made and how we provide our services.

These values are used in day to day communication and interaction between all employees and are linked to the whole of government Code of Conduct, Performance Development, Job and Person Specifications and Department of Health Employment Conditions.

Department of Health Organisational Values are:

## **Honesty**

*We show honesty by speaking truthfully, within the boundaries of confidentiality. This is shown in our dealings within the Department and with our consumers and partners by: saying what we mean and meaning what we say, keeping our promises, telling the truth tactfully, providing honest feedback and answers and admitting to mistakes.*

## **Respect**

*We show respect by speaking and acting with courtesy. We treat others with dignity and use culturally appropriate ways of communicating. This is shown in our dealings within the Department and with our consumers and partners by: treating everyone fairly, communicating so people can understand, listening to others, and seeking and providing feedback.*

## **Integrity**

*We show integrity by honouring our values and the rules of our department, government and nation. This is shown in our dealings within the department and with our consumers and partners by: doing the right thing, abiding by the values, standing up for what we believe in, and taking responsibility for our mistakes.*

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I \_\_\_\_\_ have the ability and commitment to behave consistently with the stated values of the Department of Health.

\_\_\_\_\_  
Signature

Please complete and return attached to your application to the nominated person

*"The right people with the right skills in the right place at the right time"*