



JOB AND PERSON SPECIFICATION

Position Title: **Nursing or Midwifery Director**

Classification Code: **Registered Nurse/Midwife (Level 5.1)**

Type of Appointment:

- Ongoing
- Temporary
- Other Term

Division:

Branch:

Section:

Position Number:

Position Created:

Job & Person Specification Approval

CE or delegate

____/____/____

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

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

Nursing or Midwifery Directors use their clinical knowledge and experience to provide strategic and operational leadership, governance, and direction for nursing/midwifery services for a specified Division or Function in a General or Specialist Hospital or a Community Service. These roles balance and integrate strategic and operational perspectives within a specified span of appointment.

Nursing or Midwifery Directors accept accountability for the governance and practice standards of nurses/midwives; the effective implementation of corporate 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 appointment.

Nursing or Midwifery Directors will typically:

- Provide corporate professional nursing/midwifery advice, leadership, and management for a specified Service or Division with less than the equivalent in-hospital and out-of-hospital activity of 35 beds and/or less than 100 nursing/midwifery staff;
- Provide professional nursing/midwifery advice and leadership to less than 5 direct reports at Level 3 and/or 4;

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).

The Nursing or Midwifery Director:

- Reports to Director Nursing or Midwifery (Level 6) (or to the relevant position in your local health unit/service)
- Maintains close collaborative working relationships with all level 5 Nursing and Midwifery Directors.
- Responsible for the management of all level 3 and 4 Nurses and or Midwives with in the span of the position.
- Maintains cooperative and productive working relationships within all members of the health care team

3. Special Conditions. (such as non-metropolitan location, travel requirements, etc)

- 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.

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)

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

- Initiating and/or overseeing innovations, systemic change processes, and co-ordination of responses to nursing/midwifery practice and health service needs within span of control;
- Integrating contemporary information and research evidence with personal knowledge and experience to support executive level decision making;

Statement of Key outcomes and Activities (Continued)

- Guiding the use of information systems to inform decision making, and manage practice;
- Leading the establishment of healthy working environments, respectful relationships and learning cultures across span of appointment;
- Providing strategic leadership for innovation, change processes, and coordinated responses to emerging service and workforce needs within span of control;

4.2 Ensures the efficient and effective management of the nursing and midwifery services by;

- Implementing the corporate administrative and risk management frameworks within span of responsibility;
- Contributing to and implementing the corporate nursing/midwifery professional practice framework established by the Director of Nursing/Midwifery;
- Leading, coaching, coordinating and supporting direct reports;
- Overseeing human resource systems implementation including processes and standards of nursing/midwifery staff recruitment, performance, development and retention.
- Contributing to financial budgeting and management within a culture of due diligence;

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 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

Approved by Line Manager: _____ / / _____

Acknowledged by Occupant: _____ / / _____

PERSON SPECIFICATION

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).

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

- 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):

- Effective leadership skills including highly developed skills in communication, problem solving, conflict resolution and negotiation.
 - Proven ability to perform effectively under pressure and prioritise workloads.
 - Demonstrated ability to manage a service including resource management.
 - Demonstrated flexibility, innovation and creativity which can be applied to the hospital setting, particularly in regards to the provision of nursing services.
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Experience

- Registered Nurse/Midwife with at least 3 years post registration experience or currently classified as a Clinical Nurse/Midwife.
 - Experience as a leader or manager in the health care industry.
 - Experience in managing and leading complex projects
 - Experience in leading services or organisations through times of extensive change
 - Experience in applying contemporary management processes and practices in a health care setting
 - Experience in leading quality improvement initiatives in health care settings
 - Experience in managing large numbers of staff from various multidisciplinary backgrounds.
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Knowledge

- Understanding of the requirements of the 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.
- Knowledge of Quality Improvement Systems as applied to a hospital setting.

- Knowledge of contemporary nursing/midwifery and health care issues.

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

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

- Tertiary qualifications in nursing or human services related discipline.
- Post graduate studies in nursing, health services management, health administration or human services relevant to the area of practice.

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

- Skills in using computers and software relevant to the area of practice.
- Ability to contribute to the achievement of best practice by facilitating the development and application of relevant research findings.

Experience

- Experience in facilitating health research and applying beneficial results to the area of practice.

Knowledge

- Knowledge of the South Australian Public Health System.

Other Details:

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.

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"