

# Role description

## Mackay Hospital and Health Service

### Role details

<b>Job ad reference</b>		<b>Classification</b>	AO5
<b>Role title</b>	Senior Administration Officer	<b>Salary</b>	
<b>Status</b>	Permanent Full Time (76 Hours per fortnight)	<b>Closing date</b>	
<b>Unit/Branch</b>		<b>Contact name</b>	
<b>Hospital and Health Service</b>	Mackay Hospital & Health Service	<b>Contact number</b>	
<b>Location</b>	Mackay Base Hospital		

### Your employer—Mackay Hospital and Health Service

To support that Mackay Hospital and Health Service is regarded as an employer of choice, staff have been consulted and selected four (4) values they strive to demonstrate in their daily activities:



Collaboration

Collaboration – through partnerships and co-operation we drive innovation;



Trust

Trust – having confidence and belief in each other to be able to rely and depend on our actions;



Respect

Respect – we show respect and compassion for the people we care for and work with;



Teamwork

Teamwork – we depend on and support one another individually and as a team.

There is an expectation of each employee, by their colleagues, manager and the Executive, to exhibit values-based behaviours in the completion of all their tasks.



## About the Mackay Hospital and Health Service

The MHHS region covers Sarina in the south, Clermont in the west, and Bowen and the Whitsunday Islands in the northeast. It services approximately 182,000 people in an area of approximately 90,000km<sup>2</sup>.

Mackay Hospital and Health Service has eight hospitals, two Multi-Purpose Health Services and two additional community health services that employ more than 2700 staff. The Mackay Base Hospital is the referral hospital for smaller facilities at Bowen, Dysart, Clermont, Collinsville, Moranbah and Sarina. In addition, Proserpine Hospital, (located in the Whitsundays) is a 33 bed facility offering acute, maternity and surgical services.

Our staff are passionate about community engagement and delivering outstanding healthcare services to the communities in the MHHS region.

To reflect the growing demand for health care in the region, the Mackay Base Hospital has been redeveloped at a cost of \$408 million with a current bed capacity of 236 beds. The redeveloped hospital is a digital hospital, equipped with leading edge technology to assist staff to provide the highest level of care and comfort to our patients. It is the first regional hospital in Queensland to have the complete integrated electronic medical record. The hospital provides specialist services in obstetrics, gynaecology, paediatrics, orthopaedics, psychiatry, urology and oncology and many other specialty areas. New services implemented in 2017 included Ear Nose and Throat (ENT) and a Step Up Step Down mental health service.

## Your Opportunity

- Fulfil the responsibilities of this role in accordance with the [Queensland Public Service and the MHHS Values](#) as outlined above.
- Understand your broad responsibility for safety and quality in healthcare, actively participate in continuous quality and safety improvement activities within the workplace and notify a relevant clinical or non-clinical responsible officer when concerns exist about workplace or patient safety.
- The provision of a healthy and safe environment within Mackay Hospital and Health Service is everyone's responsibility.
- Carry out work in accordance with prescribed practices and procedures and in a manner that will not create health and safety hazards for yourself or others in the workplace.
- The senior administration officer reports operationally to the business manager.
- This role assists the business manager and other senior staff to ensure effective delivery and management of administration functions within the Operations Mackay portfolio, including financial, human resource and clinical support.

## Your role

- You will be assessed on your ability to demonstrate the following key attributes. Within the context of the responsibilities described above, the ideal applicant will be someone who can demonstrate the following:
- Understand your broad responsibility for safety and quality in healthcare, actively participate in continuous quality and safety improvement activities within the workplace and notify a relevant clinical or non-clinical responsible officer when concerns exist about workplace or patient safety.

- Provide high level support for the administrative function and operation of clinical and support services, including financial, human resource and business areas.
- Ensure the promotion and development of quality systems and best practice in areas of responsibility including development, implementation and evaluation of standard procedures and safe practices in line with quality standards and changing service or organisational requirements.
- Assist with the development, implementation, review and maintenance of internal systems, processes and work practices. Identify areas for improvement and recommend/implement enhancements to existing practices.
- Facilitate in the implementation and maintenance of standardised administrative processes and procedures within the Operations Mackay portfolio.
- Work with senior managers to initiate, prioritise, implement and manage improvements and changes to the deployment and development of workforce within the Operations Mackay portfolio.
- Identify service and workforce risks and implement risk mitigation actions as appropriate.
- Implement communication, consultation and change management strategies informed by service delivery reform undertakings and deliver enhanced staff retention.
- Contribute to the provision of effective planning, governance, operational management, budget and activity performance for the appropriate areas within the Operations Mackay portfolio.
- Ensure appropriate provision of analytical reports and recommendations to ensure achievement against business plans, congruent with the risk management framework.
- Foster and promote an environment of participation and collaboration for service reform, development and improvement.

## Mandatory qualifications/Professional registration/Other requirements

- Proof of Identify Documents: Candidates must provide certified copies of requested proof of identify documents for the purposes of General Criminal History and National Police Certificate checks.
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment: Measles, Mumps, Rubella, Varicella (chicken pox), Pertussis (whooping cough) and Hepatitis B.
- Health Care Workers in Queensland Health whose occupation poses a potential risk of exposure to blood or body fluids must be immunised against Hepatitis B according to the National Health and Medical Research Council Australian Immunisation Handbook and the Queensland Health Infection Control Guidelines.
- Existing staff that are engaged prior to 1 July 2016 are not subject to this condition of employment unless they apply for a role with VPD requirements that is with a different Queensland Health entity (i.e one HHS to another HHS, Department to a HHS, or HHS to Department).

## How you will be assessed

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

- Highly developed interpersonal skills, including demonstrated ability to consult and communicate with staff at all levels and the ability to negotiate with or influence others including advising/coaching senior managers.
- Demonstrated high level administration, presentation and written skills.
- Demonstrated ability to develop staff within a team environment and facilitate improvement of business systems.
- Demonstrated ability to effectively plan, prioritise processes and workload to ensure delegated work is completed within designated timeframes and opportunities for improvement are identified.
- Highly proficient computer skills including Microsoft Office, with the ability to analyse complex data and provide well presented reports and a good understanding of Queensland Health information systems.
- Demonstrated ability to actively participate in a working environment supporting quality human resource management practices including workplace health and safety, employment equity, anti-discrimination and ethical behaviour.

## Your application

Please provide the following information to the selection panel to assess your suitability:

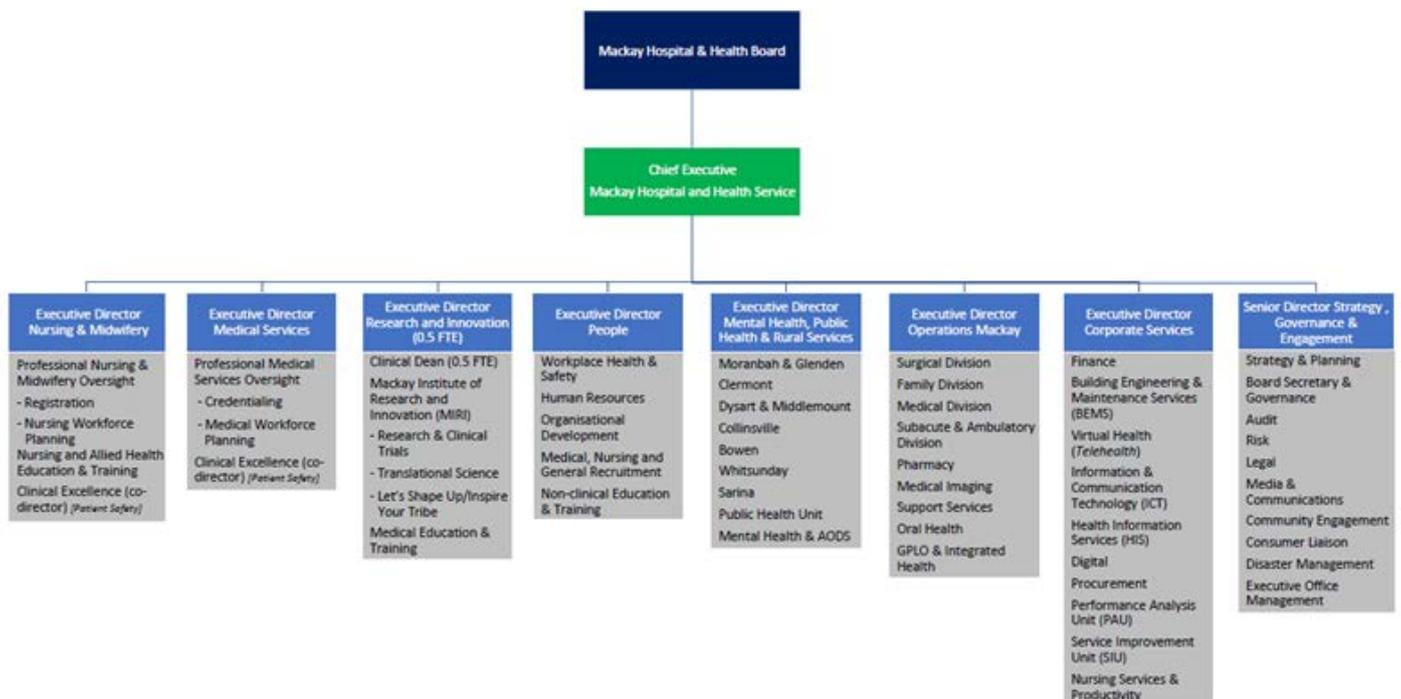
- **A short response** (maximum 1–2 pages) on how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes in the “How you will be assessed” section.
- **Your current CV or resume**, including the names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor.
- Any other documentation required by the selection panel, if required.

## Additional information

- **Currency of Applications:** Applications remain current for 12 months (permanent roles) and for the duration of the vacancy (temporary roles).
- **Recruitment Agency Submissions:** Only applications from candidates will be accepted; applications that may result in an agency fee will not be considered.
- **Future Vacancies:** Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- **Pre-Employment Screening:** Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.
- **Probation:** Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- **Salary Packaging:** To confirm your eligibility for the Public Hospital Fringe Benefits Tax (FBT) Exemption Cap please contact the Queensland Health Salary Packaging Bureau Service Provider – RemServ via telephone 1300 304 010 or online <http://www.remserv.com.au>.
- **Child Abuse/Neglect:** All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.

- **Disclosure of Employment as a Lobbyist:** Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment (<http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf>).
- **Disclosure of Pre-Existing Illness:** Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the *Workers' Compensation and Rehabilitation Act 2003* (<http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003>).

## Organisational chart



# Role description

## Mackay Hospital and Health Service

### Role details

<b>Job ad reference</b>		<b>Classification</b>	AO6
<b>Role title</b>	Radiology and Pharmacy Service Manager	<b>Salary</b>	
<b>Employment status</b>	Permanent full time	<b>Closing date</b>	Click or tap to enter a date.
<b>Unit / Team / Department</b>	Operations Mackay	<b>Contact name</b>	
<b>Facility</b>	Mackay Base Hospital		
<b>Location</b>	Mackay Base Hospital		
<b>Applications must be submitted online via the <a href="#">Smartjobs</a> website</b>			

### Your employer—Mackay Hospital and Health Service

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Our staff are passionate about community engagement and delivering outstanding healthcare services to the communities in the Mackay HHS region.

The Mackay Hospital Health Service acknowledges the Traditional Custodians within our HHS boundaries and is invested in the Closing the Gap initiatives, in particular, wanting to engage a workforce that reflects the communities we serve. We strongly encourage Aboriginal and Torres Strait Islander peoples to apply for all advertised positions. The Mackay Hospital Health Service values its people, respecting and embracing diversity and a balance between work and life commitments. People of all ages, abilities, gender and ethnicity are encouraged to apply for positions.

To reflect the growing demand for health care in the region, the Mackay Base Hospital has been redeveloped at a cost of \$408 million with a current bed capacity of 236 beds. The redeveloped hospital is a digital hospital, equipped with leading edge technology to assist staff to provide the highest level of care and comfort to our patients. It is the first regional hospital in Queensland to have the complete integrated electronic medical record. The hospital provides specialist services in obstetrics, gynaecology, paediatrics, orthopaedics, psychiatry, urology, oncology and cardiac and many other specialty areas. New services implemented in 2017 included Ear Nose and Throat and a Step Up Step Down Mental Health Service.

For more information visit: <http://www.mackay.health.qld.gov.au/>.

## Your opportunity

This position is accountable for aspects of operational management and development of the Medical Imaging Department by providing strategic direction and leadership in service planning and service development. This position also provides financial and business support to the Mackay Base Hospital Pharmacy Department.

## Your role

### Generic responsibilities:

- Fulfil the responsibilities of this role in accordance with the [Queensland Public Service and the Mackay HHS Values](#) as outlined above and [here](#).
- Understand your broad responsibility for safety and quality in healthcare, actively participate in continuous quality and safety improvement activities within the workplace and notify a relevant clinical or non-clinical responsible officer when concerns exist about workplace or patient safety.
- The provision of a healthy and safe environment within Mackay Hospital and Health Service is everyone's responsibility.
- Carry out work in accordance with prescribed practices and procedures and in a manner that will not create health and safety hazards for yourself or others in the workplace.

- Understand your accountability to uphold the principles and practices of the Health Service's Health and Safety Management System in accordance with legislation and industry standards. For supervisors, actively promote good health and safety practices to staff of your work area.

### **Role-specific responsibilities:**

- Fulfil the responsibilities of this role in accordance with QPS and HHS values as outlined above.
- Understand your broad responsibility for safety and quality in healthcare, actively participate in continuous quality and safety improvement activities within the workplace and notify a relevant clinical or non-clinical responsible officer when concerns exist about workplace or patient safety.
- Understand your accountability to uphold the principles and practices of the Health Service's Health and Safety Management System in accordance with legislation and industry standards. As a supervisor actively promote good health and safety practices to staff of your work area.
- Provide leadership and management of change to clinical and business processes .
- Operationalise the strategic direction of the Clinical Director of Radiology including being accountable for the administration, direction and control of the financial management of multiple cost centres.
- Provide financial analysis and advice to senior management including the preparation of cash flow . analysis reports, projections and budget build.
- Engage in change management practices with referring clinicians to ensure the patient journey is seamless.
- Lead and oversee service planning with third party providers for offsite reporting and outsourced patients.
- Utilise high level communication, negotiation and conflict management skills to advocate with stakeholders in securing outcomes and to build high performing teams and partnerships.
- Develop and liaise with Education Unit on behalf of the Clinical Director to ensure Intern teaching, Registrar training and accreditation process with Royal College is adhered to.
- Understanding the life cycle costs and replacement strategies of the greatest concentration of capital investment in the MHHS.
- To provide expert business management and administrative advice and assistance to the relevant senior management in relation to the business performance affordable activity and staffing levels.
- Provide leadership management and direction to the administration staff within the service ensuring the delivery of such services in a professional and proficient manner whilst ensuring operational effectiveness is maintained.
- Monitor the outcomes against key performance and operational indicators as designated in the service operational plan and Hospital and Health service agreement.
- Complete any other specific project work or duties as directed by senior management.
- Conduct and manage staff performance appraisals and participate in own performance appraisal.

### **Mandatory qualifications/Professional registration/Other requirements**

- While not mandatory, qualifications in business or a related field would be highly desirable.
- **Proof of Identify Documents:** Candidates must provide certified copies of requested proof of identify documents for the purposes of General Criminal History and National Police Certificate checks.

- **Licence to Operate Vehicle:** This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this vehicle is required. Proof of this endorsement must be provided prior to the commencement of duty.
- **Travel:** Travel throughout the Mackay HHS district may be required as part of this position.
- **Vaccine Preventable Diseases (VPD) Requirements:**
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment: Measles, Mumps, Rubella, Varicella (chicken pox), Pertussis (whooping cough) and Hepatitis B.
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## How you will be assessed

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

- Demonstrate a high level of knowledge and experience in contemporary financial management practices, systems, standards and policies with the ability to provide support and assistance to managers and staff.
- Demonstrated experience in leadership and management of a team with the ability to performance manage in line with quality human resource practices and the relevant legislation requirements.
- Ability to integrate processes to provide solutions to specific situations meeting organisational requirements.
- Delivers work of high quality, validity and accuracy.
- Demonstrated ability to establish, nurture and maintain professional relationships
- Displays personal commitment to the purpose and the philosophy of the MHHS presenting a united leadership voice in support of Clinical Director.
- Drives activities that supports organisational and operational sustainability with a demonstrated commitment to achieving outcomes.

## Your application

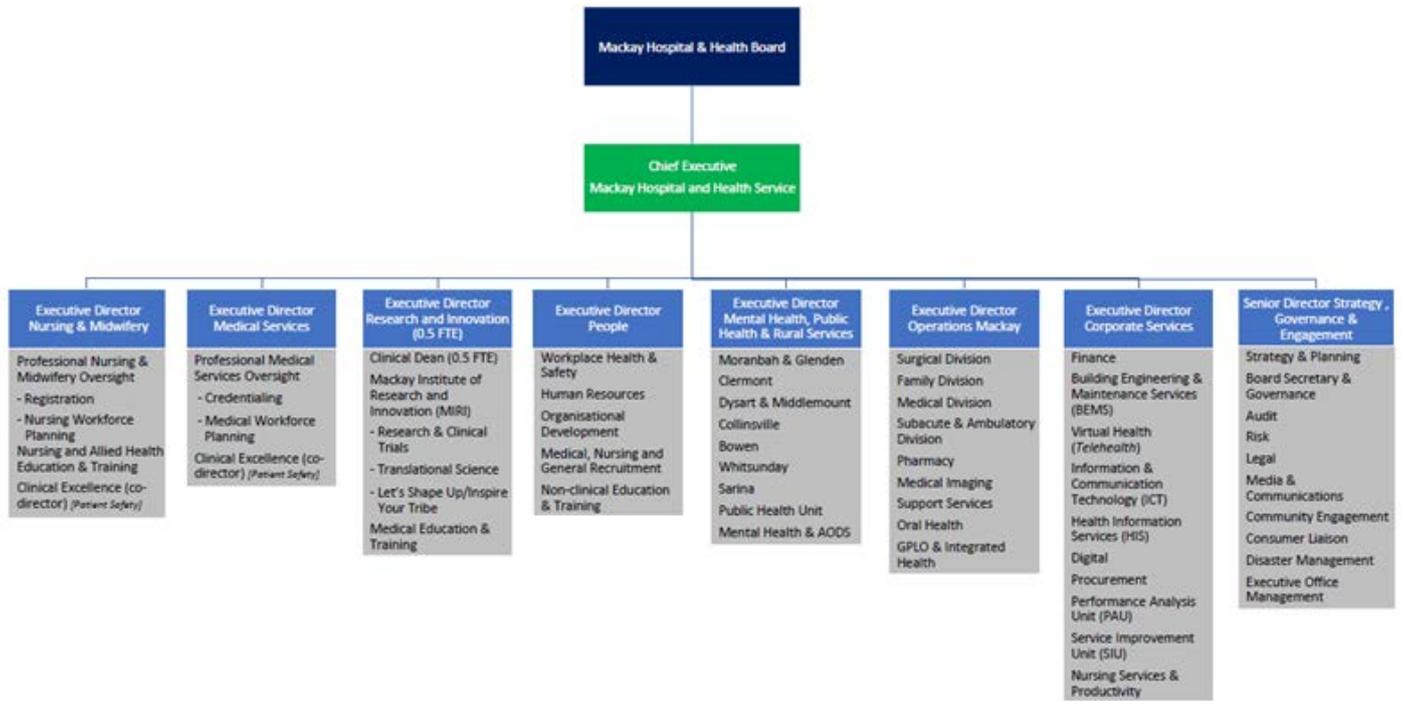
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- **A short response/cover letter:** Document should be a maximum of 2 pages and outlines how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes in the "How you will be assessed" section above.
- **Your current CV or resume:** Document that includes names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor.
- **Other documents:** Any other documentation required by the Selection Panel, if required/requested.

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# Organisational chart



# Role description

## Mackay Hospital and Health Service

### Role details

<b>Job ad reference</b>		<b>Classification</b>	Nurse Grade
<b>Role title</b>	Nursing Director Research and Innovation	<b>Salary</b>	
<b>Employment status</b>	Temporary Full Time (76 hours)	<b>Closing date</b>	
<b>Unit / Team / Department</b>	Mackay Institute of Research and Innovation (MIRI)	<b>Contact name</b>	Panel Chair Name – David Farlow MIRI
<b>Division</b>	Research and Innovation	<b>Contact number</b>	07 4885 6758
<b>Facility</b>	Mackay Base Hospital		
<b>Location</b>	Mackay		

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Mackay Hospital and Health Service offers Nurses the opportunity to experience a wide range of clinical practice and settings. They are part of a dynamic multidisciplinary workforce where innovative models of care and service delivery are encouraged.

For more information visit: <http://www.mackay.health.qld.gov.au/>.

## About the team

### The Mackay Institute of Research and Innovation

MIRI is an emerging health service-led translational research and innovation centre; a collaboration between Mackay Hospital and Health Service (HHS) and our academic partners including James Cook University (JCU) and the Tropical Australian Academic Health Centre among others.

The core functions of the Institute are:

- Lead cutting edge translational research and innovation
- implementing evidence-based practice into patient care
- implementing innovations that improve productivity and safety
- supporting clinicians to undertake in research in areas of strategic interest.

Visit the website for more information <https://miri.health.qld.gov.au/>

## Autonomy

- a) Autonomous decision making based on nursing, policy and regulatory frameworks.
- b) Works collaboratively with leadership groups and healthcare team members.
- c) Shapes clinical, research and corporate governance.
- d) Partners with nursing/midwifery executives and other clinicians to apply clinical governance principles.
- e) Exercises professional and clinical expertise in collaboration with nursing/midwifery executive and multidisciplinary stakeholders.

## Your opportunity

To lead nursing care to facilitate quality patient outcomes in accordance with National Safety and Quality Health Service standards, professional standards and organisational policies and procedures.

The Nursing Director (ND) is a valued member of the Mackay Institute of Research and Innovation (MIRI) leadership team; and works in a co-operative partnership across the HHS with internal and external stakeholders.

The Nursing Director provides professional and operational leadership and expertise:

- For the Implementation Team and implementation projects to promote the systematic uptake of clinical research findings and other evidence-based practices into routine practice, to improve the quality (effectiveness, reliability, safety, appropriateness, equity, efficiency) of health care at the Mackay HHS.
- To promote and build understanding and capability in implementation science, uncovering new knowledge about complex interventions through improved understanding and knowledge of implementation and complex systems change within the Mackay HHS.
- For the Research Support Unit and services to:
  - maintain and foster appropriate network links across Queensland and Australia to attract and manage opportunities to host research within the Mackay HHS;
  - ensure appropriate ethical and professional monitoring and reporting on the safety and efficacy of research and trials conducted through the Unit;
  - ensure that communications and collaboration within the Research Support Unit and with participants and Principal Investigator/s and stakeholders is timely and comprehensive;
  - ensure the development, review and implementation of MHHS policy and standard operating procedures relating to research are aligned with national and state guidelines/legislation.
- For the Medical Education Unit.
- For additional projects within the MIRI such as Let's Shape Up.

To seek and identify opportunities to maximise research income and innovation projects.

To work collaboratively with the Operational Divisions across the whole HHS and the Service Improvement Unit to drive service and clinical improvements by creating a coherent approach to improvement across the organisation and enabling a culture of research and innovation.

## Your role

### Generic responsibilities:

- Fulfil the responsibilities of this role in accordance with the Queensland Public Service and the Mackay HHS Values as outlined above.
- To provide professional expertise and executive nursing leadership for the overall planning, coordination and direction of evidence-based nursing services to ensure safe, clinically effective, consumer-centred nursing care.
- To lead nursing/midwifery care to facilitate quality patient outcomes in accordance with National Safety and Quality Health Service standards, professional standards and organisational policies and procedures
- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- The provision of a Healthy and Safe environment within Mackay Hospital and Health Service is everyone's responsibility.
- Understand your accountability to uphold the principles and practices of the Health Service's Health and Safety Management System in accordance with legislation and industry standards. As a supervisor actively promote good health and safety practices to staff of your work area.
- The role works within the delegation of Nurse Grade 11, to provide high level strategic leadership in relation to implementation science, research support, nursing and midwifery clinical practice, implementation and evaluation of multidisciplinary evidence-based practice and junior medical staff education.
- The role works in conjunction with the relevant key stakeholders, collaboratively leads and manages research project implementation to support best practice evidence-based care and research support processes across a range of clinical services.
- The role works collaboratively to establish and maintain strategic relationships with internal and external key stakeholders.

### Staffing responsibilities:

- Responsible for the human resource management of the MIRI teams.

### Financial Accountabilities:

- Recurrent Funding: \$25,000
- Non-Recurrent Funding: \$10,000

### Reporting Responsibilities:

- This role reports operationally to the Executive Director MIRI and professionally to the Executive Director Nursing and Midwifery.

## DOMAIN 1 – DIRECT COMPREHENSIVE CARE OR PROVISIONS OF DIRECT CARE

### *Accountability and Responsibility*

- Accountable for NMBA and own standards, actions and the outcomes of own nursing/midwifery practice.
- Lead development and evaluate effectiveness of systems to support continuous improvement in nursing/midwifery and/or healthcare team practice and healthy work environments.
- Accountable for professional leadership, management planning and delivery of safe, quality care.

- To work collaboratively with the Operational Divisions across the whole HHS and the Service Improvement Unit to drive service and clinical improvements by creating a coherent approach to improvement across the organisation and enabling a culture of research and innovation.

### ***Skills and Knowledge***

- Demonstrate comprehensive knowledge of contemporary nursing/midwifery theory and practice.
- Demonstrate expertise in leadership, human, financial and resource management including professional standards and policy.
- Collaborate and consult with nursing/midwifery and other key stakeholders in planning health services, workforce and resource requirements.

### ***Role in clinical care***

- Apply clinical knowledge, experience and/or content expertise to achieve strategic and operational leadership and governance.
- Liaise with clinical networks and other external and internal stakeholders in relation to nursing/midwifery standards and practice to achieve targets and/or healthcare outcomes.
- Liaise with other stakeholders to optimise the reputation of nursing/midwifery.
- Accountable for clinical and professional standards for self and others.
- Oversee the care and education of patients participating in the clinical trials and research, including after-hours liaison with medical staff and Principal Investigator if required.

## **DOMAIN 2 – SUPPORT OF SYSTEMS**

### ***Policies, protocols, guidelines and standards***

- Lead, develop and guide the application of information systems to inform decision making.
- Contribute to the development, implementation and evaluation of a nursing/midwifery professional practice framework.
- Collaborate in planning, coordination, formulation and direction of policies, procedures, protocols and standards relating to the provision of safe and effective clinical care.
- Collaborate in and/or coordinate the evaluation of nursing practice, systems, process and policies.
- Promote and apply established guidelines, protocols, procedures, standards and systems of work as established by the hospital and health service, the service program and the profession.
- Participate in the review of health service delivery reform initiatives, working with departments to formulate specific strategies to achieve improvements in the provision of the health services delivery.
- Represent and negotiate on behalf of MHHS with internal and external partner organisations in relation to their contribution to assigned projects.
- Accountable for working collaboratively with others by demonstrating advanced skills in strategic planning, quality management and professional leadership that contribute to the strategic direction, imperatives and actions to support the delivery of evidence-based practice implementation activities in a co-ordinated, comprehensive framework that reflects best practice, cost efficiency and effectiveness.

### ***Quality/Safety/Risk management***

- In collaboration with MHHS executives, MHHS Board, University and Health partners (and/or their delegates), provide expert advice and leadership to facilitate clinical research and implementation that will ensure improvement in patient care and outcomes, and embedding of evidence-based practice.
- Ensure the needs of patients across MHHS are appropriately maintained through implementation of clinical service delivery change, policy development, operational planning, research, workforce management and quality and safety improvement activities.
- Utilise advanced, effective communication, and negotiation skills to influence the culture towards a common vision, direction and ethical framework.

- Provide timely, high level advice and support to the Executive Leadership Team, Directors and Program Managers, on the development, implementation, management and reporting of related projects to ensure senior staff are fully briefed on the status of projects.
- Support nurture and sustain a culture of continuous quality improvement and support research and education priorities in alignment with the MHHS and nursing and midwifery professional stream strategic direction.
- Maintain a contemporary knowledge of services at MHHS and state level through continuous environmental scanning to ensure community priorities are addressed using the best available evidence.

### ***Mentorship/Reporting lines***

- Provide professional nursing/midwifery advice and leadership and management assistance.
- Provide expert leadership, advice and guidance for staff, researchers and clinicians on all aspects of implementation including:
  - a. project design and methodology including preparing project briefs, identifying and coordinating resources, partner consultation, developing budgets, identifying key milestones, negotiating reporting and evaluation requirements and completion timeframes.
  - b. Implementation science methodologies, frameworks, tools and resources to support the translation of research outcomes into improved health policy and practice.
  - c. health services evaluation and monitoring, health economics cost-benefit analyses (facilitating formal evaluations or assessment on relevant projects, utilising appropriate expertise).
- Provide informed advice and support to nursing/midwifery colleagues and others as relevant.
- Apply the principles of succession management and mentoring to engage staff in ongoing career development, growth and lifelong learning.

### ***Management***

- Promote professionalism, and a positive practice environment.
- Provide and facilitate guidance, leadership and career development for the MIRI teams and other HHS staff as appropriate, facilitating the development of processes and training opportunities to further build research and innovation capability within the team.
- Contribute to budget integrity and fiscal management according financial and HR delegations.
- Demonstrate effective management of services and specified portfolio.
- Implement and report on key performance indicators of the nursing/midwifery strategic and related plans.

### ***Change Management***

- Utilise advanced, effective communication, and negotiation skills to influence the culture towards a common vision, direction and ethical framework.
- Effectively apply change management expertise.
- Initiate innovation, and review responses to implementation of change on practice and service needs.

## **DOMAIN 3 – EDUCATION**

- Expertise in education, scholarly activities and translation of evidence into practice within the health service strategic direction.
- Collaborate in the development of a vision and strategy for a work based culture that promotes education initiatives, and lifelong learning.
- Collaborate in the implementation and reporting of key performance indicators of the nursing/midwifery education and workforce development plans.

- Participate in the integration of contemporary education and workforce development policies and strategies.
- Implement education and workforce development framework to support capability and capacity building.
- Monitor and report emerging trends relating to contemporary education initiatives and health service priorities.
- Develop and encourage a learning environment by mentoring and promoting team development, workforce learning and individual capacity building.
- Support education specific to healthcare trends to promote the nursing/midwifery profession.
- Promote engagement by self and others in professional development and maintain own professional development portfolio.
- Role model application of education principles.
- Participates in the strategic development of a work-based culture that promotes and supports research, education initiatives, lifelong learning, research and workforce development.
- In collaboration with other leaders, identify, develop and maintain relationships with potential collaborators and effectively present MIRI initiatives to those organisations.

#### DOMAIN 4 – RESEARCH

- Develop new projects, focusing on the organisation, funding and delivery of health services; and contribute to obtaining external competitive funding in alignment with the objectives of MIRI and with the approval of the MIRI Council/ management committee.
- Maintain a program of high-level implementation projects, leading teams to develop and implement projects which aim to improve the multidisciplinary provision of health service delivery within Mackay HHS, ensuring high levels of performance across timeframes, quality standards and budget.
- Critically analyse practice and work collaboratively to develop strategic networks and provides clinical leadership within hospital and interdisciplinary health care teams to promote the safety, security and personal integrity of individuals and groups.
- In collaboration with the multidisciplinary team members and key stakeholders from facilities/ directorates/services, internal and external partners coordinate progression and monitor service delivery systems analysis and design processes to improve clinical care as part of implementation and benefits realisation of projects and programs, including for example:
  - information system development and enhancement;
  - performance monitoring of services;
  - clinical benchmarking;
  - negotiation with external stakeholders e.g. Tertiary sector partners, primary health care partners, NGO partners, rural and regional facilities;
  - expert analysis to monitor and improve service provision; and
  - identification of service capacity and demand management analysis.
- Actively participates in clinical governance, research governance strategic direction and priorities for quality improvement into clinical service that establishes a quality and integrated risk management framework to optimise performance.
- Apply high level clinical knowledge and expertise to:
  - a. Oversight the engagement and flow of research support and related development activities within the Mackay HHS, ensuring alignment with health service direction.
  - b. Support and facilitate participation in clinical trials, including consideration of emerging technological and medical advances in health care.
  - c. Provide analysis of statistical data and develop recommendations to support/enhance service quality, research and strategic planning.

- d. Proactively evaluate and provide reports relating to activities of the MIRI teams to inform decision-making by the Executive Leadership Team, relevant managers and stakeholders.
- Engagement and development activities, including representing MIRI to relevant audiences, and involvement in professional activities such as conferences, roadshows and seminars, occasionally preparing and delivering lectures, seminars and courses on behalf of MIRI.
- Represent and negotiate on behalf of MHHS with internal and external partner organisations in relation to their contribution to assigned projects.
- Lead and support a nursing and midwifery research capability within the MHHS to ensure a contemporary workforce support and focus model and work collaboratively with the Chief Nursing and Midwifery Office to inform and facilitate increased participation of nurses and midwives in research.
- Participate in the review of health service delivery reform initiatives, working with departments to formulate specific strategies to achieve improvements in the provision of the health services delivery.

## DOMAIN 5 – PROFESSIONAL LEADERSHIP

- Participate in scholarly activities.
- Lead cross-disciplinary teams/portfolios.
- Ensure the practice of self and others is in accordance with Code of Ethics professional standards, research standards and legislation affecting clinical practice by maintaining current knowledge and competence within scope of position.
- Accountable for human, material, financial and resource management and development in line with policy and procedures as delegated by the ED MIRI within your area of responsibility and support and actively contribute towards maintaining and developing MIRI's innovative funding schemes.
- Acts as a role model by demonstrating contemporary nursing knowledge and skills in nursing and midwifery practice and health service management and functions in accordance with current legislation, professional standards and codes of conduct.
- Ensure changes to nursing practices adhere to Australian Nursing Midwifery Council (ANMC) Competency Standards, professional standards and legislation utilising evidence based practice to maintain high quality patient care, resulting in improved sustainable service delivery.

## Mandatory qualifications/Professional registration/Other requirements

- **Post-Graduate Qualification:** Tertiary qualifications in relevant management, business or leadership field. However if applicant does not have the qualification at the time of recruitment they must complete tertiary qualification and have an agreed completion date.
- Although not mandatory, completion or working toward completion of a tertiary qualification in a field relevant to implementation science or complex project management / health services research or a closely related field (e.g. epidemiology, public health, systems science), or qualifications and experience equivalent to a relevant tertiary qualification is highly desirable.
- Several years' relevant experience of implementation of complex interventions, and complex systems change, including a proven ability in evaluation of interventions in the healthcare environment.
- **Qualification and Professional Registration:** Mandatory possession of a qualification from a registered tertiary institution or equivalent and Registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse with a current annual practicing certificate is essential.
- **Proof of Qualification and Registration Documents:** Appointment to this position requires proof of qualification with the Australian Health Practitioner Regulation Agency. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.

- **Proof of Identify Documents:** Candidates must provide certified copies of requested proof of identify documents for the purposes of General Criminal History and National Police Certificate checks.
- Appointees may be required to participate in an on call roster.
- **Leave Relief:** This position may be required to relieve the Executive Director of Nursing and Midwifery for periods of relief.
- **Licence to Operate Vehicle:** This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this vehicle is required. Proof of this endorsement must be provided prior to the commencement of duty.
- **Travel:** Travel throughout the Mackay HHS district may be required as part of this position.
- **Vaccine Preventable Diseases (VPD) Requirements:**
  - It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment: Measles, Mumps, Rubella, Varicella (chicken pox), Pertussis (whooping cough) and Hepatitis B.
  - Health Care Workers in Queensland Health whose occupation poses a potential risk of exposure to blood or body fluids must be immunised against Hepatitis B according to the National Health and Medical Research Council Australian Immunisation Handbook and the Queensland Health Infection Control Guidelines.
  - Existing staff that are engaged prior to 1 July 2016 are not subject to this condition of employment unless they apply for a role with VPD requirements that is with a different Queensland Health entity (i.e one HHS to another HHS, Department to a HHS, or HHS to Department).

## How you will be assessed

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

- Demonstrates personal and professional accountability and adherence to the Code of Conduct for the Queensland Public Service and is committed to fostering the reputation and meeting the organisational goals of the Mackay Hospital and Health Service.
- Demonstrated expert level knowledge and ability, which provide effective leadership, advice and strategic direction for clinical practice, research and education, conduct and other professional issues and the ability to contextualise these.
- Knowledge of or ability to rapidly gain knowledge of current implementation frameworks and project management.
- Well-developed understanding of clinical research including knowledge of legislation, standards, policies and procedures.
- Demonstrated ability to cultivate innovation and take decisive action to address change and foster resilience and creativity while mitigating unpredictable situations.
- Proven experience in development and management of complex multi-disciplinary multi-partner projects to completion, including writing Executive level reports, conference papers and academic articles.
- Ability to champion MHHS vision and values while urging self and others to meet timeframes and optimal standards adapting to change while remaining focused and composed when making decisions and addressing issues.
- Proven ability to distinguish priorities and accurately analyse situations through solution focused strategies.

- Evidence of advanced leadership skills and a proven track record in the development of respectful and productive working relationships with colleagues.
- Demonstrated ability to proactively develop relationships with a wide variety of stakeholders, diffuse high tension effectively and deliver messages clearly while maintaining respect and effective interactions with diverse groups of stakeholders.
- Demonstrates ability to employ negotiating skills to enhance cooperative workplace interactions and deal constructively with workplace conflict and/or performance issues.
- Demonstrated knowledge of adult learning education principles.
- Demonstrates the ability to effectively communicate relevant, prompt and accurate information in all methods of communication and establish and maintain skills in interpersonal relationships with internal and external stakeholders.
- Demonstrated ability to manage human and financial resources consistent with relevant delegations and to contribute to the organisation's ability to meet service wide operational and service delivery objectives within a strategic and operational planning framework.
- Demonstrates highly developed expertise in the planning, coordination and direction of evidence-based nursing services to ensure safe, clinically effective, consumer-centred nursing care.
- Practices within the Nursing and Midwifery Board competency domains for a Registered Nurse/Midwife.

## Your application

Please provide the following information to the Selection Panel to assess your suitability:

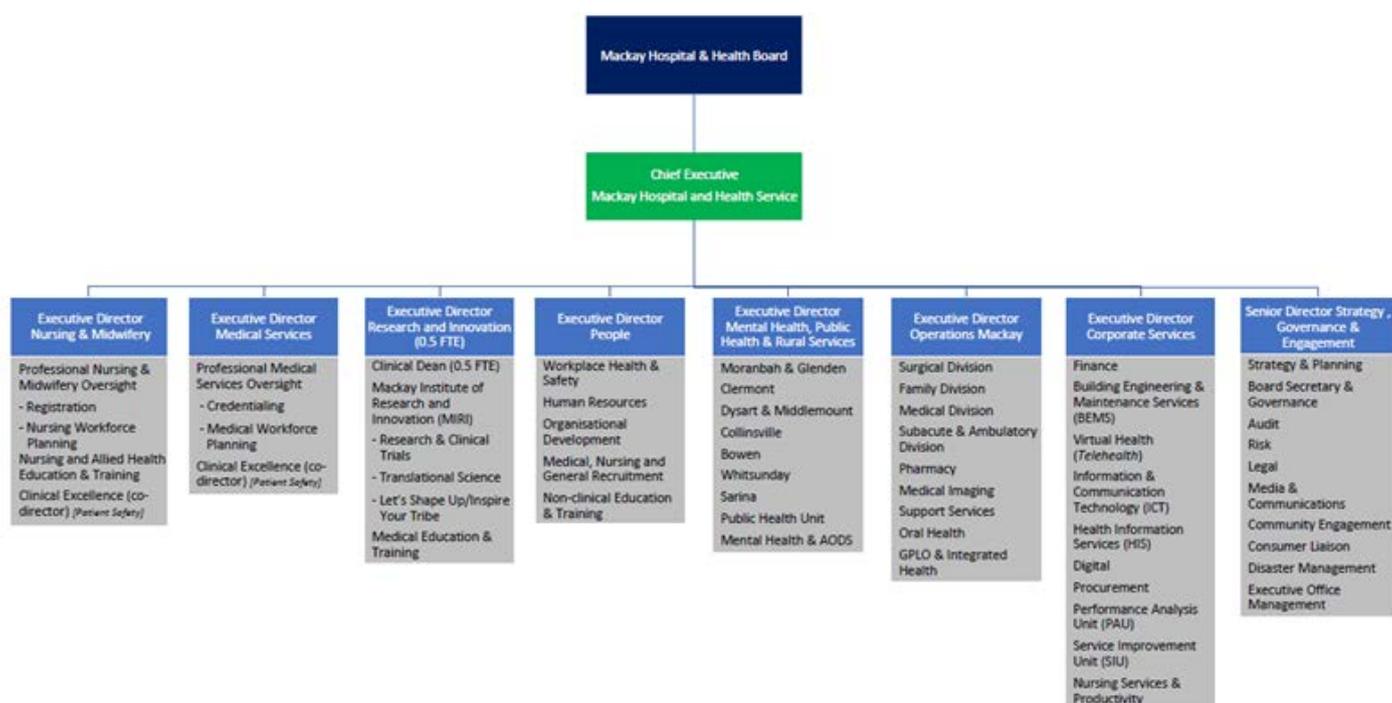
- **A short response/cover letter:** Document should be a maximum of 2 pages and outlines how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes in the "How you will be assessed" section above.
- **Your current CV or resume:** Document that includes names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor.
- **Other documents:** Any other documentation required by the Selection Panel, if required/requested.

## Additional information

- **Currency of Applications:** Applications remain current for 12 months (permanent roles) and for the duration of the vacancy (temporary roles).
- **Recruitment Agency Submissions:** Only applications from candidates will be accepted; applications that may result in an agency fee will not be considered.
- **Future Vacancies:** Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- **Pre-Employment Screening:** Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.
- **Probation:** Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- **Salary Packaging:** To confirm your eligibility for the Public Hospital Fringe Benefits Tax (FBT) Exemption Cap please contact the Queensland Health Salary Packaging Bureau Service Provider of your choice – RemServ (1300 304 010) or SmartSalary (1300 476 278).

- **Child Abuse/Neglect:** All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- **Disclosure of Employment as a Lobbyist:** Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment (<http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf>).
- **Disclosure of Pre-Existing Illness:** Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the *Workers' Compensation and Rehabilitation Act 2003* (<http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003>).

## Organisational chart



# Role description

## Mackay Hospital and Health Service

### Role details

<b>Job ad reference</b>		<b>Classification</b>	Nurse Grade 10
<b>Role title</b>	Director of Nursing/Facility Manager	<b>Salary</b>	
<b>Employment status</b>	Permanent full time	<b>Closing date</b>	Click or tap to enter a date.
<b>Unit / Team / Department</b>	Sarina Hospital and Primary Health Care Centre	<b>Contact name</b>	
<b>Division</b>	Choose an item.	<b>Contact number</b>	07 4885 xxxx (this format)
<b>Facility</b>	Choose an item.		
<b>Location</b>	Choose an item.		
<b>Applications must be submitted online via the <a href="#">Smartjobs</a> website</b>			

### Your employer—Mackay Hospital and Health Service

To support that Mackay Hospital and Health Service is regarded as an employer of choice, staff have been consulted and selected four (4) values they strive to demonstrate in their daily activities:



Collaboration – through partnerships and co-operation we drive innovation;



Trust – having confidence and belief in each other to be able to rely and depend on our actions;



Respect – we show respect and compassion for the people we care for and work with;



Teamwork – we depend on and support one another individually and as a team.

There is an expectation of each employee, by their colleagues, manager and the Executive, to exhibit values-based behaviours in the completion of all their tasks.



## About the Mackay Hospital and Health Service

The Mackay HHS region covers Sarina in the south, Clermont in the west, and Bowen and the Whitsunday Islands in the northeast. It services approximately 182,000 people in an area of approximately 90,000km<sup>2</sup>.

The Mackay Hospital and Health Service has six hospitals, two Multi-Purpose Health Services and three community health centres that employ more than 2700 staff. The Mackay Base Hospital is the referral hospital for the rural facilities at Proserpine, Bowen, Dysart, Clermont, Collinsville, Moranbah and Sarina. Proserpine Hospital is the largest rural facility and offers birthing and surgical services.

Our staff are passionate about community engagement and delivering outstanding healthcare services to the communities in the Mackay HHS region.

The Mackay Hospital Health Service acknowledges the Traditional Custodians within our HHS boundaries and is invested in the Closing the Gap initiatives, in particular, wanting to engage a workforce that reflects the communities we serve. We strongly encourage Aboriginal and Torres Strait Islander peoples to apply for all advertised positions. The Mackay Hospital Health Service values its people, respecting and embracing diversity and a balance between work and life commitments. People of all ages, abilities, gender and ethnicity are encouraged to apply for positions

To reflect the growing demand for health care in the region, the Mackay Base Hospital has been redeveloped at a cost of \$408 million with a current bed capacity of 236 beds. The redeveloped hospital is a digital hospital, equipped with leading edge technology to assist staff to provide the highest level of care and comfort to our patients. It is the first regional hospital in Queensland to have the complete integrated electronic medical record. The hospital provides specialist services in obstetrics, gynaecology, paediatrics, orthopaedics, psychiatry, urology, oncology and cardiac and many other specialty areas. New services implemented in 2017 included Ear Nose and Throat and a Step Up Step Down Mental Health Service.

Mackay Hospital and Health Service offers Nurses the opportunity to experience a wide range of clinical practice and settings. They are part of a dynamic multidisciplinary workforce where innovative models of care and service delivery are encouraged.

### Sarina Hospital

The Sarina Hospital and Primary Health Care Centre is located approximately 34km south of Mackay on the Bruce Highway. Key industries include sugar cane growing and milling, cattle grazing and agriculture, logistics and transport. The area is also home to two of the largest coal terminals in Australia being Hay Point and Dalrymple Bay.

The hospital provides emergency and inpatient care with 16 overnight beds. Inpatient services include acute and subacute conditions, general medical, rehabilitative and palliative and supportive care. Care is provided by multidisciplinary care teams, including medical, nursing and Allied Health across the care continuum from admission through to discharge. The rehabilitation care includes sub-acute consumers who require care and treatment to return to their optimal function. As part of the Mackay HHS, the Sarina Hospital accepts step down, post-acute care consumers from Mackay Base Hospital for restorative care. The Community Health Centre provides extended midwifery service, antenatal education classes, Child and Family, Aboriginal and Torres Strait Islander health worker, Dental Care, Mental Health and Alcohol and other Drugs services.

The Department of Health has committed \$1 million in 2017-18 and \$15.5 million post 2017-18 towards the Sarina Hospital redevelopment project.

For more information visit: <http://www.mackay.health.qld.gov.au/>.

## Autonomy

- a) Advanced level of autonomous decision making for clinical, operational and administrative interventions based on policy and regulatory frameworks.
- b) Community engagement, partnership and leadership representation with key stakeholders.
- c) Responsible for operational management of multi professional groups and others.
- d) Works collectively to apply the principles of clinical governance.

## Your opportunity

- To provide professional expertise and executive leadership for the overall planning, coordination, formulation and direction of policies relating to the provision of evidence based clinical care, development of partnership models, clinical governance and strategies to support research and education.
- To provide professional leadership and expertise in risk management, financial management, leading contributing to the strategic and operational planning and decision making process within the Sarina Hospital and Primary Health Care Centre and Mackay Hospital and Health Service.

## Your role

### Generic responsibilities:

- Fulfil the responsibilities of this role in accordance with the [Queensland Public Service and the Mackay HHS Values](#) as outlined above and [here](#).
- To provide professional expertise and executive nursing leadership for the overall planning, coordination and direction of evidence based nursing services to ensure safe, clinically effective, consumer-centred nursing care.
- To lead nursing/midwifery care to facilitate quality patient outcomes in accordance with National Safety and Quality Health Service standards, professional standards and organisational policies and procedures.
- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- The provision of a healthy and safe environment within Mackay Hospital and Health Service is everyone's responsibility.
- Understand your accountability to uphold the principles and practices of the Health Service's Health and Safety Management System in accordance with legislation and industry standards. As a supervisor actively promote good health and safety practices to staff of your work area.
- The Director of Nursing Facility Manager (Sarina Hospital and Primary Health Care Centre) is responsible for the day today functionality, management and delivery of clinical and corporate services for the Sarina Hospital and Primary Health Care Centre.

### Staffing responsibilities:

- The position has direct line management responsibility for the facility management team inclusive of nursing, medical, administrative and operational.

### Financial Accountabilities:

- Recurrent Funding: \$20,000
- Non-Recurrent Funding: \$10,000.

## Domains of Practice

### DOMAIN 1 – DIRECT COMPREHENSIVE CARE OR PROVISIONS OF DIRECT CARE

#### ***Accountability and Responsibility***

- Accountable for NMBA and own standards, actions and the outcomes of own nursing/midwifery practice.
- May have multi-service responsibilities.
- Responsible for the leadership and management of all staff in the rural/remote facility.
- Responsible for the overall coordination of policies relating to the provision of healthcare in the rural/remote facility.
- Responsible for own standards and actions of nursing/midwifery care and for activities delegated to others.
- Responsible for provision of and outcomes relating to nursing/midwifery management practices.
- Responsible for financial and human resource management.
- Consult with nursing/ midwifery and other key stakeholders in planning health services, workforce and resource requirements.
- Responsible for application and operational management of the BPF.
- Responsible for quality comprehensive aged care in accordance with the Aged Care Act.

#### ***Skills and Knowledge***

- Demonstrate advanced specialist knowledge, experience and clinical skills of a generalised nature.
- Demonstrate critical thinking and reasoning, advanced problem solving skills and expert clinical judgement.
- Demonstrate advanced knowledge and application of contemporary nursing/midwifery practice and theory.
- Lead the application and evaluation of contemporary human, material and financial resource management for the multidisciplinary environment.

#### ***Role in clinical care***

- Provide leadership in professional decision-making through the application of advanced clinical knowledge and skills.
- Coordinate clinical practice delivery across Sarina Hospital and Primary Health Care Centre.
- Participate directly or indirectly in the delivery of clinical care to individuals/groups in a specialty area of clinical practice.
- Use evidence-based clinical practice to facilitate positive outcomes for recipients of healthcare services.
- Integrate and translate the principles of contemporary nurse/midwifery education into practice.

### DOMAIN 2 – SUPPORT OF SYSTEMS

#### ***Policies, protocols, guidelines and standards***

- Develop, guide and contribute to the application of information systems.
- Monitor and evaluate information systems relevant to rural and/or remote services/facilities/community.
- Collaborate in the implementation and evaluation of a nursing/midwifery professional practice framework.

- Advise and participate in planning, coordination, and development of policies, procedures, protocols and standards for provision of safe and effective clinical care in rural and/or remote services/facilities/community.
- Review existing systems and processes to support infrastructure changes.

### ***Quality/Safety/Risk management***

- Identify and implement opportunities for innovation.
- Promote and support a culture of continuous improvement in line with relevant standards, operational/strategic direction.
- Monitor and address emerging trends with potential to influence nursing/midwifery and/or facility/service portfolios.
- Monitor and report compliance with legal requirements governing healthcare and professional standards.

### ***Mentorship/Reporting lines***

- Provide professional advice and leadership to others.
- Apply the principles of succession management and mentoring to engage staff in ongoing career development, growth and lifelong learning.

### ***Management***

- Accountable for budget integrity and fiscal management according to financial and HR delegations.
- Implement and report on key performance indicators of the nursing/midwifery strategic and related plans.
- Demonstrate effective management of a facility/ service.
- Implement and evaluate systems and processes to foster the development of a positive facility/service culture and promote values which support optimum standards of practice and performance.
- Promote professionalism, and a positive practice environment. Action workforce priorities that contribute to effective recruitment and retention of staff.
- Demonstrate expertise in the management of assets and equipment.
- Develop and report on key performance indicators and targets in accordance with the hospital and health service, service agreement.

### ***Change Management***

- Effectively apply change management expertise.
- Participate in innovation, and monitor and report on the impact of change on practice and service needs.

## **DOMAIN 3 – EDUCATION**

- Support education specific to the requirements of a rural and/or remote facility.
- Sponsor education, scholarly activities and translation of evidence into practice within the strategic direction of the health service.
- Develop and encourage a learning environment by mentoring and promoting team development and individual capacity building.
- Responsible for capacity building/up-skilling of staff within facility/service to enable the provision of safe quality care.
- Work cooperatively with stakeholders to create a culture of learning and professional development that results in a capable and educated workforce.

- Promote engagement by self and others in professional development and maintain own professional development portfolio.
- Role model the application of education principles.

#### DOMAIN 4 – RESEARCH

- Promote and/or engage in ongoing nursing and/or midwifery research within the facility.
- Sponsor research, scholarly activities and translation of evidence into practice within rural and/or remote settings.

#### DOMAIN 5 – PROFESSIONAL LEADERSHIP

- Act as leader in the health service community.
- Responsible for the senior leadership and management of nursing/midwifery.
- Contribute to strategic policy advice in relation to rural and/or remote health services.
- Provide expertise on nursing/midwifery professional issues in relation to rural and/or remote health services.

### Mandatory qualifications/Professional registration/Other requirements

- A tertiary qualification in management will be well regarded.
- **Qualification and Professional Registration:** Mandatory possession of a qualification from a registered tertiary institution or equivalent and Registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse/Midwife with a current annual practicing certificate is essential.
- **Proof of Qualification and Registration Documents:** Appointment to this position requires proof of qualification with the Australian Health Practitioner Regulation Agency. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.
- **Aged Care Criminal History Clearance:** Potential applicants are advised that Section 63-1A of the *Aged Care Act 1997* requires Queensland Health to:
  - “a) Seek a criminal conviction record report from the Australian Federal Police; and
  - b) Conduct a search of bankruptcy records; and
  - c) Conduct previous employment and referee checks”.
 Your appointment to the position is subject to a favourable aged care service clearance. Queensland Health will meet the cost of this check.
- Potential applicants are advised that the Aged Care Act 1997 requires Queensland Health employees and volunteers of aged care services to have a current National Police Certificate. Queensland Health will facilitate the applicants obtaining the above check.
- **Proof of Identify Documents:** Candidates must provide certified copies of requested proof of identify documents for the purposes of General Criminal History and National Police Certificate checks.
- **Shift Workers:** Appointees will be required to work all shifts in accordance with the unit roster.
- **Rural Facilities:** Appointees may be required to participate in an on call roster.
- **Leave Relief:** This position may be required to relieve the District Director of Nursing for periods of relief.
- **Licence to Operate Vehicle:** This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this vehicle is required. Proof of this endorsement must be provided prior to the commencement of duty.

- **Travel:** Travel throughout the Mackay HHS district may be required as part of this position.
- **Vaccine Preventable Diseases (VPD) Requirements:**
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment: Measles, Mumps, Rubella, Varicella, Pertussis and Hepatitis B.
- Health Care Workers in Queensland Health whose occupation poses a potential risk of exposure to blood or body fluids must be immunised against Hepatitis B according to the National Health and Medical Research Council Australian Immunisation Handbook and the Queensland Health Infection Control Guidelines.
- Existing staff that are engaged prior to 1 July 2016 are not subject to this condition of employment unless they apply for a role with VPD requirements that is with a different Queensland Health entity (i.e one HHS to another HHS, Department to a HHS, or HHS to Department).

## How you will be assessed

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

### Clinical Skills

- Demonstrates expert clinical evidence-based skill and knowledge in area of practice and setting.
- Practices within the Nursing and Midwifery Board competency domains for a Registered Nurse.

### Professional Commitment

- Demonstrates personal and professional accountability and adherence to the Code of Conduct for the Queensland Public Service.
- Is committed to fostering the reputation and meeting the organisational goals of the Mackay Hospital and Health Service.

### Teamwork Skills

- Ability to adapt to change and develop effective and respectful working relationships with colleagues.
- Ability to employ negotiating skills to enhance cooperative workplace interactions and manage and avoid conflict in the workplace.

### Communication

- Demonstrates highly developed ability to communicate relevant, prompt and accurate information in all methods of communication.
- Demonstrates a highly developed ability to establish and maintain skills in interpersonal and therapeutic relationships with health consumers.

### Service to Patients/Clients

- Committed to the delivery of high quality care and service in accordance with the National Safety and Quality Health Service Standards.
- Demonstrated high level knowledge and application of the current aged care standards.

## Your application

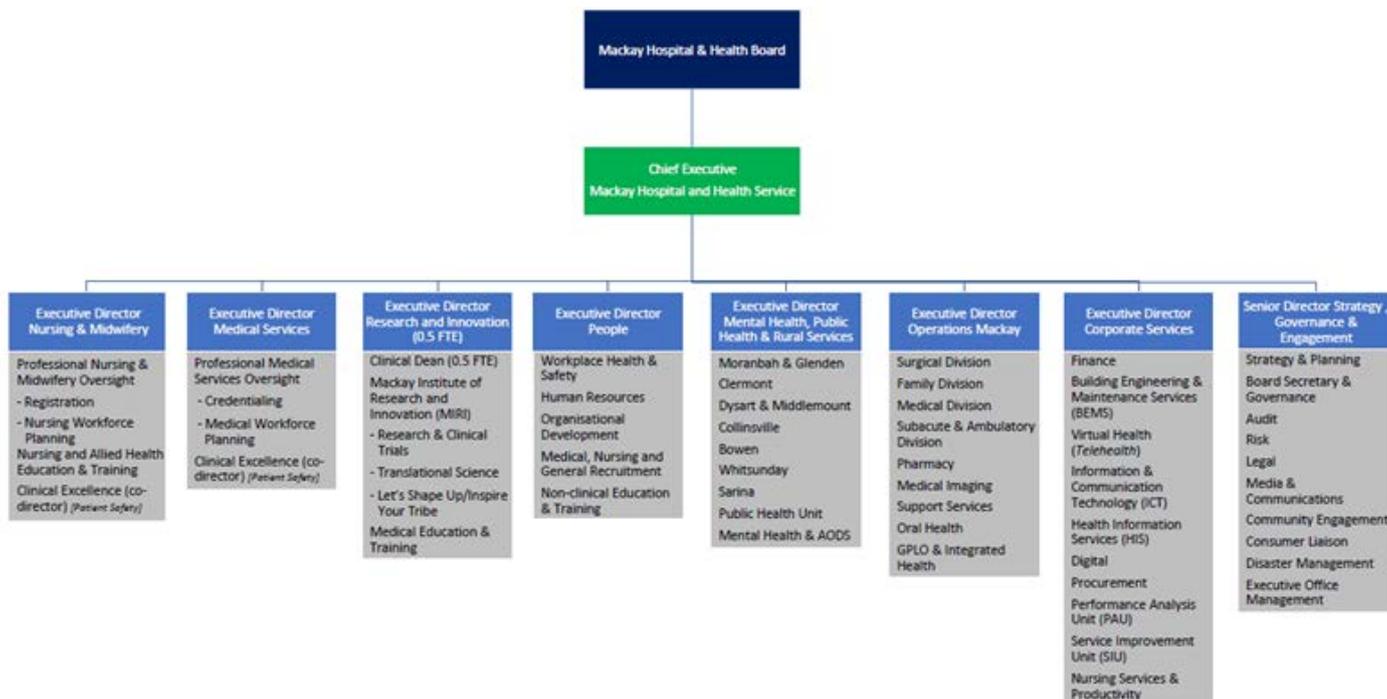
Please provide the following information to the Selection Panel to assess your suitability:

- **A short response/cover letter:** Document should be a maximum of 2 pages and outlines how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes in the “How you will be assessed” section above.
- **Your current CV or resume:** Document that includes names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor.
- **Other documents:** Any other documentation required by the Selection Panel, if required/requested.

## Additional information

- **Currency of Applications:** Applications remain current for 12 months (permanent roles) and for the duration of the vacancy (temporary roles).
- **Recruitment Agency Submissions:** Only applications from candidates will be accepted; applications that may result in an agency fee will not be considered.
- **Future Vacancies:** Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
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- **Probation:** Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- **Salary Packaging:** To confirm your eligibility for the Public Hospital Fringe Benefits Tax (FBT) Exemption Cap please contact the Queensland Health Salary Packaging Bureau Service Provider of your choice – RemServ (1300 304 010) or SmartSalary (1300 476 278).
- **Child Abuse/Neglect:** All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- **Disclosure of Employment as a Lobbyist:** Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment (<http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf>).
- **Disclosure of Pre-Existing Illness:** Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the *Workers' Compensation and Rehabilitation Act 2003* (<http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003>).

# Organisational chart



# Role description

## Mackay Hospital and Health Service

### Role details

<b>Job ad reference</b>		<b>Classification</b>	
<b>Role title</b>	Nursing Director Operations	<b>Salary</b>	
<b>Employment status</b>	Permanent full time	<b>Closing date</b>	
<b>Unit / Team / Department</b>	Operations Mackay	<b>Contact name</b>	Ivan Franettovich Executive Director Operations Mackay
<b>Facility</b>	Mackay HHS		
<b>Location</b>	Mackay Base Hospital		
<b>Applications must be submitted online via the <a href="#">Smartjobs</a> website</b>			

### Your employer—Mackay Hospital and Health Service

To support that Mackay Hospital and Health Service is regarded as an employer of choice, staff have been consulted and selected four (4) values they strive to demonstrate in their daily activities:



Collaboration

Collaboration – through partnerships and co-operation we drive innovation;



Trust

Trust – having confidence and belief in each other to be able to rely and depend on our actions;



Respect

Respect – we show respect and compassion for the people we care for and work with;



Teamwork

Teamwork – we depend on and support one another individually and as a team.

There is an expectation of each employee, by their colleagues, manager and the Executive, to exhibit values-based behaviours in the completion of all their tasks.



## About the Mackay Hospital and Health Service

Mackay HHS region covers Sarina in the south, Clermont in the west, and Bowen and the Whitsunday Islands in the northeast. It services approximately 182,000 people in an area of approximately 90,000km<sup>2</sup>.

Mackay Hospital and Health Service has six hospitals, two Multi-Purpose Health Services and three community health centres that employ more than 2700 staff. The Mackay Base Hospital is the referral hospital for the rural facilities at Proserpine, Bowen, Dysart, Clermont, Collinsville, Moranbah and Sarina. Proserpine Hospital is the largest rural facility and offers birthing and surgical services.

Our staff are passionate about community engagement and delivering outstanding healthcare services to the communities in the Mackay HHS region.

The Mackay Hospital Health Service acknowledges the Traditional Custodians within our HHS boundaries and is invested in the Closing the Gap initiatives, in particular, wanting to engage a workforce that reflects the communities we serve. We strongly encourage Aboriginal and Torres Strait Islander peoples to apply for all advertised positions. The Mackay Hospital Health Service values its people, respecting and embracing diversity and a balance between work and life commitments. People of all ages, abilities, gender and ethnicity are encouraged to apply for positions.

To reflect the growing demand for health care in the region, the Mackay Base Hospital has been redeveloped at a cost of \$408 million with a current bed capacity of 236 beds. The redeveloped hospital is a digital hospital, equipped with leading edge technology to assist staff to provide the highest level of care and comfort to our patients. It is the first regional hospital in Queensland to have the complete integrated electronic medical record. The hospital provides specialist services in obstetrics, gynaecology, paediatrics, orthopaedics, psychiatry, urology, oncology and cardiac and many other specialty areas. New services implemented in 2017 included Ear Nose and Throat and a Step Up Step Down Mental Health Service.

Mackay Hospital and Health Service offers nurses the opportunity to experience a wide range of clinical practice and settings. They are part of a dynamic multidisciplinary workforce where innovative models of care and service delivery are encouraged.

For more information visit: <http://www.mackay.health.qld.gov.au/>.

## About this role

Nurse Director Operations is part of the senior management team for operations at Mackay Base Hospital, and across the HHS for specified portfolios and programs. **Autonomy**

The Nursing Director Operations

The employee is a registered nurse/midwife who:

- a) Has autonomous decision making based on nursing and broader health policy and regulatory frameworks from a tactical and operational perspective.
- b) Practices in co-operative partnership with multi-disciplinary executive members and other leadership groups.
- c) Is accountable for clinical and corporate governance.
- d) Works collaboratively with Nurse Grade 13 and other executive members in aspects of clinical governance.
- e) Applies professional and clinical expertise in partnership with the Nurse Grade 13 and multidisciplinary stakeholders.

## Your role

### Generic responsibilities:

- Fulfil the responsibilities of this role in accordance with the Queensland Public Service and the Mackay HHS Values as outlined above and [here](#).
- To provide professional expertise and executive nursing leadership for the overall planning, coordination and direction of evidence based nursing services to ensure safe, clinically effective, consumer-centred nursing care.
- To lead nursing/midwifery care to facilitate quality patient outcomes in accordance with National Safety and Quality Health Service standards, professional standards and organisational policies and procedures
- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- The provision of a Healthy and Safe environment within Mackay Hospital and Health Service is everyone's responsibility.
- Understand your accountability to uphold the principles and practices of the Health Service's Health and Safety Management System in accordance with legislation and industry standards. As a supervisor actively promote good health and safety practices to staff of your work area.

### About the role and context

- The Nursing Director – Operations has operational and professional responsibility for nursing/midwifery staff in their portfolio of operations across the HHS. This role contributes to strategic and operational objectives to achieve best practice outcomes. The position proactively identifies progressive approaches to deliver operational improvements, improve nursing practice, enhance patient experience and safety and consistently improve nursing performance based on evidence based practice. This role requires advanced clinical knowledge and advanced leadership and management experience.
- Financial Accountabilities: As outlined in the Mackay Financial Delegations Manual.
- Reporting Responsibilities:
  - Operationally: Senior Director Operations
  - Professionally: Executive Director of Nursing and Midwifery
- The role actively participates in the MHHS Nursing Executive team and provides professional leadership and expertise to support the organisational objectives.
- This role will work directly with the EDNMS, Service Line Nursing Directors, Assistant Nursing Directors, Allied Health and Medical Officers across Mackay HHS.
- This position is responsible for nursing/midwifery services as delegated.

### Purpose of the role

- The Nursing Director has responsibility for nursing staff across expansive clinical services and complex patient demographics across Mackay HHS.

The role provides

- Professional expertise and nursing leadership for the overall planning, coordination and direction of evidence based nursing services within the portfolio of Operations Mackay and relevant HHS portfolios, to ensure safe, clinically effective, consumer-centred nursing care.
- Responsible for the leadership and management of all nursing staff reporting to the position.
- To lead nursing care to facilitate quality patient outcomes in accordance with National Safety and Quality Health Service standards, professional standards and organisational policies and procedures.

- The provision of a Healthy and Safe environment within Mackay Hospital and Health Service is everyone's responsibility.
- Understand your accountability to uphold the principles and practices of the Health Service's Health and Safety Management System in accordance with legislation and industry standards. As a supervisor actively promote good health and safety practices to staff of your work area.
- May have delegated responsibilities to support the EDNM role.

## Domains of Practice

### Key responsibilities and skills required of the role – Domains of Practice

#### DOMAIN 1 – Direct comprehensive care

##### ***Accountability and Responsibility***

- Accountable for Nursing and Midwifery Board of Australia (NMBA) and own standards, actions and the outcomes of own nursing/midwifery practice.
- Has multi-site/multi-disciplinary responsibilities.
- Responsible for nursing/midwifery activities in a facility/service/specified portfolio and contribute to strategic and policy development to achieve best practice outcomes.
- Responsible for application and operational management of the Business Planning Framework.
- Accountable for the leadership, coordination of resources and the development of health strategies in collaboration with others.
- Accountable for coordination of services and standards and the application of corporate and clinical governance for the facility/service/specific portfolio.
- Lead development and evaluate effectiveness of systems to support continuous improvement in nursing/midwifery and/or healthcare team practice and healthy work environments.
- Accountable for professional leadership, management, planning and delivery of safe, quality care.
- Demonstrate comprehensive knowledge of contemporary nursing/midwifery theory and practice.
- Demonstrate expertise in leadership, human, financial and resource management including professional standards and policy.
- Collaborate and consult with nursing/midwifery and other key stakeholders including executive in planning health services, workforce and resource requirements.
- Apply clinical knowledge, experience and/or content expertise to achieve strategic and operational leadership, governance and direction.
- Liaise with clinical networks and other external and internal stakeholders in relation to nursing/midwifery standards and practice to achieve targets and/or healthcare outcomes.
- Liaise with other stakeholders to optimise the reputation of nursing/midwifery.
- Accountable for clinical and professional standards for self and others.

##### ***Skills and knowledge***

- Demonstrate expertise in leadership, human, financial and resource management including professional standards and policy.
- Collaborate and consult with nursing and other key stakeholders in planning health services, workforce and resource requirements across the HHS for health service wide programs/services within the portfolio; and within Mackay Base Hospital for those specific areas of responsibility.

##### ***Role in clinical care***

- Apply clinical knowledge, experience and/or content expertise to achieve strategic and operational leadership and governance.
- Liaise with clinical networks and other external and internal stakeholders in relation to nursing standards and practice to achieve targets and/or healthcare outcomes.
- Accountable for clinical and professional standards for self and others.

## DOMAIN 2 – SUPPORT OF SYSTEMS

### *Information systems, policies, protocols, guidelines and standards*

- Responsible for overarching planning, coordination, formulation and direction of policies, procedures protocols and standards relating to the provision of safe and effective clinical care across all portfolio, including HHS wide portfolios.
- Provide advice regarding development and evaluation in the use of information systems.
- Oversee the development, implementation and evaluation of a nursing/midwifery professional practice framework.
- Role model and apply established guidelines, protocols, procedures, standards and systems of work as established by the hospital and health service, the service program and the profession.
- Implement, monitor and evaluate information systems relevant to nursing/midwifery.
- Identify and implement opportunities for innovation.
- Lead and support a culture of continuous quality improvement in alignment with nursing/midwifery professional strategic direction.
- Collaborate with multidisciplinary hospital and health service executive members to develop, implement and evaluate quality governance and risk management frameworks for entire portfolio across MHHS.
- Analyse and address emerging trends with the potential to influence nursing/midwifery and/or facility/service portfolios.
- Promote quality governance and risk mitigation strategies to improve facility/service/portfolio outcomes.
- Accountable for compliance with legal requirements governing healthcare and professional standards for portfolio.
- Provide professional leadership and managerial support to nursing/midwifery within sphere of influence.
- Provide authoritative advice and support to nursing/midwifery colleagues and other stakeholders.
- Apply the principles of succession management and mentoring to engage staff in ongoing career development, growth and lifelong learning.
- Accountable for budget integrity and fiscal management according financial and Human Resource (HR) delegations.
- Participate in development of strategic plan.
- Have single point of accountability for the nursing/midwifery workforce of all areas in portfolio, including HHS wide services.
- Implement and report on key performance indicators of the nursing/midwifery strategic and related plans.
- Foster professionalism and a positive practice environment and culture.
- Apply and integrate contemporary policies and practices to optimise health service outcomes and performance targets.
- Apply strategic direction and priorities for quality improvement including the establishment of a quality framework which supports nursing/midwifery professional standards and safety of recipients of healthcare services.
- Analyse emerging trends within the broader service and industry and evaluate the impact on nursing/midwifery and/or health services.
- Provide clinical expertise to functional planning for capital works and asset equipment management.
- Lead the implementation of workforce priorities that enhance recruitment and retention of nurses and midwives to develop and build workforce capacity and capability.
- Initiate and/or oversee innovations, systemic change processes and co-ordination of responses to nursing/midwifery practice and health service needs.
- Responsible for overarching planning, coordination, formulation and direction of policies, procedures, protocols and standards relating to the provision of clinical care for entire portfolio across MHHS.

### *Quality/Safety/Risk management*

- Promote and support a culture of continuous quality improvement within a risk management framework, in line with nursing professional strategic direction.
- Investigate and address emerging trends with potential to influence nursing and service portfolio.

- Monitor and report compliance with legal requirements governing healthcare and professional standards relevant to a service.

### ***Mentorship/Reporting lines***

- Provide professional nursing/midwifery advice and leadership and management assistance.
- Provide informed advice and support to nursing/midwifery colleagues and others as relevant.
- Apply the principles of succession management and mentoring to engage staff in ongoing career development, growth and lifelong learning.

### ***Management***

- Accountable for budget integrity and fiscal management according financial and HR delegations, including management of and planning for capital works and assets across total portfolio.
- Implement and report on key performance indicators of the nursing/midwifery strategic and related plans
- Demonstrate effective management of services and/or specified portfolio.
- Implement workforce priorities that enhance recruitment and retention of nurses and midwives to develop and build workforce capacity and capability. Implement, evaluate and report on health services, policies, practices, outcomes and performance targets.
- Work collaboratively with key stakeholders to identify and prioritise needs accessing both material and human resources through effective negotiation and communication to achieve cost effective patient centred service delivery including Business Planning Framework (BPF).

### ***Change Management***

- Initiate and/or oversee innovations, systemic change processes and coordination of responses to nursing and midwifery practice, and health service needs for a division/service line/program or portfolio across MHHS.
- Demonstrate extensive and effective change management expertise.
- Lead and sustain strategic change in a dynamic multi-disciplinary healthcare environment and evaluate effectiveness of same for a division/service line/program of portfolio across MHHS.

## **DOMAIN 3 – EDUCATION**

- Implement and report on key performance indicators of the nursing/midwifery education and workforce development plans.
- Implement and monitor application of education and workforce development framework to support capability and capacity building.
- Analyse emerging trends relating to contemporary education initiatives and health service priorities.
- Collaborate with internal and external stakeholders to foster culture of learning and professional development to build a capable and educated nursing/midwifery workforce.
- Lead opportunities for strategic progress and growth through mentoring, team development and individual capacity building through commitment to nursing/midwifery workforce learning and development.
- Demonstrate commitment to supporting contemporary education and research specific to healthcare trends to promote the nursing/midwifery profession.
- Role model professional development principles and maintain own portfolio.

## **DOMAIN 4 – RESEARCH**

- Demonstrate research expertise and provide strategic advice and leadership.
- Collaborate in the development of a vision and strategy for research and quality projects.
- Analyse and report the impact of high level policy and evidence-based research decision on nursing/midwifery.
- Provide sponsorship and foster ongoing nursing/midwifery research within the facility/service or delegated portfolio.

## DOMAIN 5 – PROFESSIONAL LEADERSHIP

- Collaborate on professional strategic direction, imperatives and actions to foster professional principles, governance and growth.
- Autonomous decision making in tactical and operational matters for services within portfolio, including HHS wide services.
- Practice in co-operative partnership with the NG13, multi-disciplinary executive members and other leadership groups in aspects of clinical and corporate governance.
- Provide strategic and operational leadership, governance and direction to inform the nursing/midwifery profession.
- Participate in scholarly activities.
- Lead cross-disciplinary teams/portfolios within area of responsibility, including HHS wide services.

## Employee Obligations

- Fulfil the responsibilities of this role in accordance with QPS and HHS values.
- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- The provision of a Healthy and Safe environment within Mackay Hospital and Health Service is everyone's responsibility.
- Carry out work in accordance with prescribed practices and procedures and in a manner that will not create health and safety hazards for yourself or others in the workplace.
- Vaccine Preventable Diseases (VPD) Requirements: It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment: measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough).
- Existing staff that are engaged prior to 1 July 2016 are not subject to this condition of employment unless they apply for a role with VPD requirements that is with a different Queensland Health entity (ie one HHS to another HHS, Department to a HHS, or HHS to Department).
- Hepatitis B Vaccination: Health Care Workers in Queensland Health whose occupation poses a potential risk of exposure to blood or body fluids must be immunised against Hepatitis B according to the National Health and Medical Research Council Australian Immunisation Handbook and the Queensland Health Infection Control Guidelines.
- **Qualification and Professional Registration:** Mandatory possession of a qualification from a registered tertiary institution or equivalent and Registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse with a current annual practicing certificate is essential.  
Possession of a relevant post graduate qualification in an appropriate field in highly desirable.
- **Proof of Qualification and Registration Documents:** Appointment to this position requires proof of qualification with the Australian Health Practitioner Regulation Agency. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.
- **Proof of Identify Documents:** Candidates must provide certified copies of requested proof of identify documents for the purposes of General Criminal History and National Police Certificate checks.
- **Leave Relief:** This position may be required to relieve the Executive Director of Nursing & Midwifery for periods of relief.

- **Licence to Operate Vehicle:** This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this vehicle is required. Proof of this endorsement must be provided prior to the commencement of duty.

Travel may be required as part of this position.

- **Vaccine Preventable Diseases (VPD) Requirements:**

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment: Measles, Mumps, Rubella, Varicella (chicken pox), Pertussis (whooping cough) and Hepatitis B.

- Health Care Workers in Queensland Health whose occupation poses a potential risk of exposure to blood or body fluids must be immunised against Hepatitis B according to the National Health and Medical Research Council Australian Immunisation Handbook and the Queensland Health Infection Control Guidelines.
- Existing staff that are engaged prior to 1 July 2016 are not subject to this condition of employment unless they apply for a role with VPD requirements that is with a different Queensland Health entity (i.e one HHS to another HHS, Department to a HHS, or HHS to Department).

## How you will be assessed

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

- Demonstrates personal and professional accountability and adherence to the Code of Conduct for the Queensland Public Service and is committed to fostering the reputation and meeting the organisational goals of the Mackay Hospital and Health Service.
- Demonstrated expert level knowledge and ability, which provide effective leadership, advice and strategic direction for clinical practice and education, conduct and other professional issues and the ability to contextualise these.
- Practices within the Nursing and Midwifery Board competency domains for a Registered Nurse/Midwife.
- Demonstrated ability to manage human and financial resources consistent with relevant delegations and to contribute to the organisation's ability to meet service wide operational and service delivery objectives within a strategic and operational planning framework.
- Demonstrates ability to foster a positive workplace culture which supports learning, research and workforce development in congruence with strategic plans.
- Evidence of advanced leadership skills and a proven track record in the development of respectful and productive working relationships with colleagues.
- Demonstrates ability to employ negotiating skills to enhance cooperative workplace interactions and deal constructively with workplace conflict and/or performance issues.
- Demonstrates highly developed expertise in the planning, coordination and direction of evidence-based nursing services to ensure safe, clinically effective, consumer-centred nursing care.
- Demonstrated ability to lead, build and progress peer support networks.
- Demonstrates the ability to effectively communicate relevant, prompt and accurate information in all methods of communication and establish and maintain skills in interpersonal relationships with internal and external stakeholders.
- Demonstrated advanced and broad knowledge of contemporary nursing practice and standards across a range of nursing services

- Demonstrated ability to negotiate, influence and gain support from appropriate people to reach patient care focused solutions and organisational outcomes in collaboration with internal and external stakeholders.
- Demonstrated ability to manage change and support all team members at a high level through the implementation of change initiatives.
- Demonstrated ability to lead clinical units in the development, implementation and evaluation of systems and processes which ensure quality evidence-informed nursing care.
- Demonstrated ongoing professional development of self and others at a high level including encouragement of relevant post graduate leadership and management ongoing education and professional development of staff.
- Demonstrated expert political astuteness, integrity and ability to write professional documents such as briefs, business cases, procedures and executive reports.

## Your application

Please provide the following information to the Selection Panel to assess your suitability:

- **A short response/cover letter:** Document should be a maximum of 2 pages and outlines how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes in the “How you will be assessed” section above.
- **Your current CV or resume:** Document that includes names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor.
- **Other documents:** Any other documentation required by the Selection Panel, if required/requested.

## Additional information

- **Currency of Applications:** Applications remain current for 12 months (permanent roles) and for the duration of the vacancy (temporary roles).
- **Recruitment Agency Submissions:** Only applications from candidates will be accepted; applications that may result in an agency fee will not be considered.
- **Future Vacancies:** Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- **Pre-Employment Screening:** Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.
- **Probation:** Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- **Salary Packaging:** To confirm your eligibility for the Public Hospital Fringe Benefits Tax (FBT) Exemption Cap please contact the Queensland Health Salary Packaging Bureau Service Provider of your choice – RemServ (1300 304 010) or SmartSalary (1300 476 278).
- **Child Abuse/Neglect:** All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.

- **Disclosure of Employment as a Lobbyist:** Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment (<http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf>).
- **Disclosure of Pre-Existing Illness:** Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the *Workers' Compensation and Rehabilitation Act 2003* (<http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003>).

## Organisational chart

