



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

|                    |                              |                        |                                  |
|--------------------|------------------------------|------------------------|----------------------------------|
| <b>Area Office</b> |                              | <b>Position No:</b>    | 613697                           |
| <b>Division:</b>   | Nursing                      | <b>Title:</b>          | <b>Nurse Manager - Workforce</b> |
| <b>Branch:</b>     | Nursing & Midwifery Services | <b>Classification:</b> | RN SRN Level 3                   |
| <b>Section:</b>    | Nursing & Midwifery Programs | <b>Award/Agreement</b> | Nurses and Midwives Agreement    |

### Section 2 – POSITION RELATIONSHIPS

|                   |  |  |
|-------------------|--|--|
| Responsible<br>To | <b>Title:</b> Executive Director Nursing and Midwifery<br><b>Classification:</b> Class 1<br><b>Position No:</b> 607929                     | <b>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</b><br><br><div> <b>Title</b><br/>         Nurse Manager: Workforce Development       </div> |
|                   | <div>↑</div>   |  |
| Responsible<br>To | <b>Title:</b> Director of Nursing and Midwifery Workforce and Reform<br><b>Classification:</b> HSO Level G11<br><b>Position No:</b> 613727 | <div>←</div>   |
|                   | <div>↑</div>   |  |
| This<br>position  | <b>Title:</b> Nurse Manager - Workforce<br><b>Classification:</b> RN SRN Level 3<br><b>Position No:</b> 613697                             | <div>←</div>   |
|                   | <div>↑</div>   |  |

| Positions under direct supervision:  | Other positions under control:   |          |        |  |  |
|--|--|----------|--------|--|--|
| Position No.<br><br>Rotational program Nurses & Midwives<br><br>Project officers | <table> <tr> <th>Category</th><th>Number</th></tr> <tr> <td> </td><td> </td></tr> </table> | Category | Number |  |  |
| Category   | Number   |          |        |  |  |
|  |  |          |        |  |  |

### Section 3 – KEY RESPONSIBILITIES

Implements and evaluates WACHS Nursing & Midwifery recruitment programs.

Coordinates and promotes WACHS Nursing & Midwifery workforce initiatives with NurseWest, recruitment agencies and other area health services.

Provides a consultancy service, monitors & reports on nursing workload indicators within and external to WACHS.

|       |                           |                |                |
|-------|---------------------------|----------------|----------------|
| TITLE | Nurse Manager - Workforce | POSITION NO    | 613697         |
|       |                           | CLASSIFICATION | RN SRN Level 3 |



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

### **OUR PURPOSE – What we are here to do**

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

### **OUR STRATEGIC DIRECTIONS TO 2018**

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

### **OUR GUIDING PRINCIPLES**

Consumers first in all we do  
 Safe, high quality services and information at all times  
 Care closer to home where safe and viable.  
 Evidence based services  
 Partnerships and collaboration

### **OUR VALUES**

**Community** – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

**Compassion** – listening and caring with empathy, respect, courtesy and kindness.

**Quality** – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

**Integrity** – accountability, honesty and professional, ethical conduct in all that we do.

**Justice** – valuing diversity, achieving health equality, cultural respect and a fair share for all.

|              |                                  |                       |                |
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#### Section 4 – STATEMENT OF DUTIES

| <b>Duty No.</b>   | <b>Details</b>   | <b>Freq.</b> | <b>%</b> |
|---|--|--------------|----------|
| 1   | Provides nursing & midwifery leadership for WACHS nursing & midwifery recruitment programs, including rotation programs and overseas nursing & midwifery recruitment.  |              | 100      |
| 2   | Delivers WACHS nursing & midwifery recruitment strategies, policies, processes and standards, which are aligned to the requirements of the organisation, the broader WA Health agenda and legislative requirements.  |              |          |
| 3   | Monitors demand for nursing & midwifery workforce, identifying opportunities and initiatives that will support an increase in numbers as a workforce management strategy including identification of appropriate skills mix for the delivery of nursing & midwifery clinical services. |              |          |
| 4   | Ensure the evaluation of rotational recruitment programs in nursing & midwifery.   |              |          |
| 5   | Manages the recruitment of nurses and midwives to the WACHS rotational nursing & midwifery programs.   |              |          |
| 6   | Manages the operational relationship between WACHS and NurseWest.  |              |          |
| 7   | Implement and evaluate approved nursing & midwifery workforce initiatives introduced.  |              |          |
| 8   | In conjunction with key regional staff and corporate staff develops the WACHS nursing and midwifery workforce plan.  |              |          |
| 9   | Provides senior management with information and reports on WACHS nursing workloads and informs the organisation generally through the publication of appropriate reports and charts via the Intranet.  |              |          |
| 10  | Represents the organisation at committees and forums and liaises with other health industry organisations in regard to matters consistent with the scope of responsibilities.  |              |          |
| 11  | Prepares briefs, reports and ministerial response as required by the line manager  |              |          |
| 12  | Adopts a customer focus, risk management and outcome-oriented approach.  |              |          |
| 13  | Other duties as requested by the line manager.   |              |          |
| The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties. |  |              |          |

**WA Country Health Service – Central  
Office**

**3 October 2017  
REGISTERED**

|              |                                  |                       |                |
|--------------|----------------------------------|-----------------------|----------------|
| <b>TITLE</b> | <b>Nurse Manager - Workforce</b> | <b>POSITION NO</b>    | 613697         |
|              |                                  | <b>CLASSIFICATION</b> | RN SRN Level 3 |

## Section 5 – SELECTION CRITERIA

### ESSENTIAL

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia
2. Demonstrated evidence of considerable experience in the development, implementation, management and evaluation of nursing & midwifery recruitment programs.
3. Demonstrated leadership skills and well developed interpersonal, communication and negotiation skills.
4. Demonstrated conceptual and analytical skills, including the innovative problem solving
5. Demonstrated ability to successfully manage projects.
6. High-level computer skills including data base management
7. Demonstrated understanding of continuous quality improvement and risk management principles and their practical application in systematically evaluating services and meeting customer needs.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery

### DESIRABLE

1. Knowledge of current health issues and the organisational culture of rural health services, particularly in relation to nursing & midwifery workforce.

## Section 6 – APPOINTMENT FACTORS

|   |  |  |                     |
|---|--|--|---------------------|
| <b>Location</b>                           | Within WACHS, negotiable   | <b>Accommodation</b>   | As per WACHS policy |
| <b>Allowances/ Appointment Conditions</b> | Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement</li> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Able to undertake travel involving overnight stays</li> </ul> |  |                     |
| <b>Specialised equipment operated</b>     |  | Software programs relevant to health, such as NHpPD data base, Microsoft Office, HRIS. |                     |

## Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Executive Director Nursing Services**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Chief Executive Officer**

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

| Name | Signature | Date Appointed | Date Signed |
|------|-----------|----------------|-------------|
|      |           |                |             |
|      |           |                |             |

