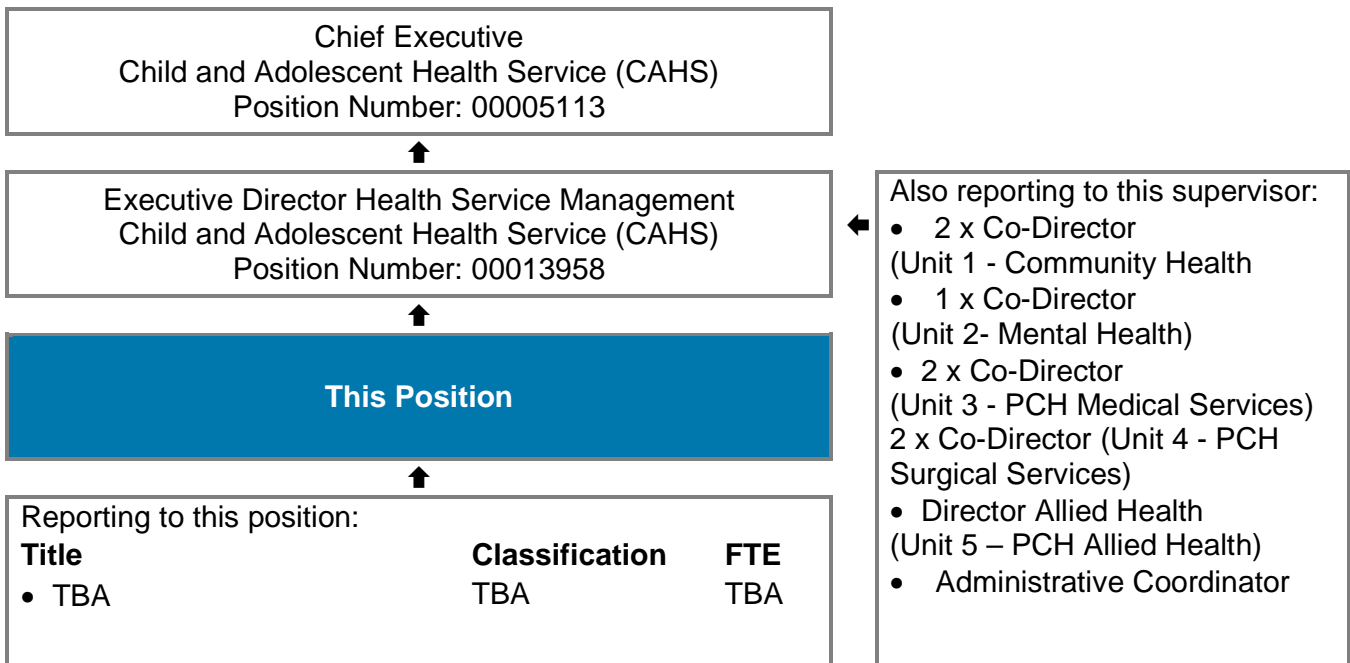




**HSS REGISTERED**

**Service Co-Director**  
**Health Salaried Officers Agreement: G-12**  
**Position Number: 00014118**  
**Service Unit 2**  
**Location TBD**

**Reporting Relationships**



**Key Responsibilities**

In partnership with other Co Directors, provides effective leadership, governance, strategic planning and operational management of the mental health stream. Engages with all staff to provide high-quality and efficient patient care consistent with the Health Service’s safety, quality and performance frameworks. As part of the Health Service Management Team provides clinical and corporate governance within the mental health service.

## Brief Summary of Duties

### 1. Leadership and Management

- The Service Co-Directors will work in partnership to lead and manage the Service. They are accountable to the Executive Director and represent the major link in a chain of accountability between Health Service Management and the mental health departments or teams.
- Leads and promotes organisational culture in line with the Health Service vision and values.
- Accountable for the safe and high quality standards of clinical practice and the management of clinical and corporate risk.
- Ensures evidence based practice and research as the foundation of advances in clinical care and in clinical care systems.
- Leads the development and implementation of strategic and operational plans in alignment with the vision and operational imperatives of the health service.
- Leads the commissioning, transformation and service improvement agendas, working closely with all stakeholders.
- Challenges conventional approaches and drives change when needed, with a commitment to continuous improvement.
- Works closely with all members of the Health Service Management Team to establish and manage safe, efficient and effective patient care across the Mental Health Service.
- Responsible for the management of relevant service targets and resources.
- Manages the performance of staff within relevant policy and public sector standards.

### 2. Communication and Engagement

- Promotes a clear focus on caring for children and including them in decision making regarding their care.
- Promotes an interdisciplinary team environment with a focus on leadership development.
- Ensures multidisciplinary team meetings are a cornerstone of patient management.
- Promotes clinical education including multidisciplinary forums.
- Ensures junior staff are appropriately supported and supervised at all times.
- Actively participates in Health Service Management Team activities, including peak committees.
- Establishes and maintains strong strategic and operational alliances and working relationships with internal and external stakeholders.
- Leads and participates in forums and discussions related to the strategic and operational planning.
- Communicates regularly with Managers and Heads of Department on health service issues, directions and changes.
- Leads the engagement of the health service in service delivery planning, reform and delivery.

### **3. Specific Position and/or Operational Responsibilities**

- Effectively promotes a culture of patient and family centred care, communication, patient safety and timely efficient care for all patients.
- In conjunction with the other Health Service Management Team members, oversees the implementation of safety and quality initiatives as required.
- Ensures the timely and appropriate response to family and patient complaints and concerns.
- Leads the delivery of, and ensures the Service meets and exceeds all national and state safety, quality and performance targets and standards.
- Responsible for the planning and implementation of day to day operational and demand management including planning and managing wait lists to meet service requirements.
- In liaison with the Executive Director of Medical Services and Executive Director of Nursing, coordinates the development, implementation and management of an effective and integrated workforce.
- In collaboration with the Executive Director of Medical Services and Executive Director of Nursing ensures appropriate governance of research within the Service.
- Ensures integration between clinical and non-clinical services.
- Undertakes business continuity management for the area under control including emergency planning.

### **4. CAHS Governance, Safety and Quality Requirements**

- Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- Participates in the CAHS performance development review process and undertakes ongoing performance development reviews with employees under their supervision.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards. Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, Child and Adolescent Health Service and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### **5. Undertakes other duties as required.**

## Work Related Requirements

1. Will have a track record in health service leadership and it is desirable that they have a qualification in a relevant health professional discipline (and where applicable to be registered by the relevant national registration authority)
2. Be able to evidence business acumen with a strong track record in:
  - **Shaping and managing strategy** including the ability to focus strategically by aligning business imperatives with strategic priorities, the ability to harness information and opportunities in order to manage change, the capacity to champion organisational vision and goals and promote a shared commitment to the organisations strategic direction.
  - **Achieving results** including the ability to build organisational capability and responsiveness, and the capability to manage human, physical and financial resources in an environment of constraint.
  - **Building productive relationships** including the ability to broker cooperation and partnerships across an organisation and the ability to engage with, develop and maintain positive working relationships with colleagues and with diverse groups of people within the health sector.
  - **Management of clinical services** in a large complex health care setting including balancing of diverse and competing interests and the achievement of high quality patient outcomes, service satisfaction and operational efficiency.

### Appointment Prerequisites

Appointment is subject to:

- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity check
- Successful Pre-Employment Health Assessment

### Certification

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

..... <b>Manager / Supervisor Name</b>	..... <b>Signature</b>	or	..... <b>HE Number</b>	..... <b>Date</b>
..... <b>Directorate/ Dept. Head</b>	..... <b>Signature</b>	or	..... <b>HE Number</b>	..... <b>Date</b>

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

..... <b>Occupant Name</b>	..... <b>Signature</b>	or	..... <b>HE Number</b>	..... <b>Date</b>
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**HSS Registration Details (to be completed by HSS)**

<b>Created on</b>	May 2018	<b>Last Updated on</b>	30 May 2018
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