



HSS Registered October 2018

**Medical Co-Director  
Acute Mental Health  
Medical Practitioners Agreement: Year 1-9  
Position Number: 602208  
Mental Health, Public Health, Dental Services  
North Metropolitan Health Service**

**Reporting Relationships**

Chief Executive  
North Metropolitan Health Service  
Position Number: 000001



Executive Director  
Mental Health, Public Health, Dental Services  
Position Number: 008226



**This Position**



**Also reporting to this supervisor:**

- Manager Safety, Quality & Performance
- Manager Finance & Business
- Director Strategic Projects
- Director Clinical Services Mental Health
- Director of Nursing
- Co-Director Acute Mental Health
- Co-Director Community Mental Health
- Medical Co-Director Community Mental Health
- Co-Director Mental Health Specialties
- Medical Co-Director Mental Health Specialties
- Director Public Health
- Director Aboriginal Health
- General Manager Dental Services

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	
Consultant Psychiatrist (Inpatient)	MP Year 1-9	1.0	• Medical Staff
Consultant Psychiatrist (Community)	MP Year 1-9	1.0	
<b>TOTAL FTE: 2.0</b>			

**Prime Function / Key Responsibilities**  
As a member of the Mental Health, Public Health, Dental Services (MHPHDS) Executive team, work collectively to achieve patient, community and population outcomes. The Co-Directors work in partnership to provide effective leadership, governance, strategic planning and operational management of the clinical stream. Ensure the provision of safe, high-quality and efficient patient care consistent with North Metropolitan Health Service's (NMHS) safety, quality and performance frameworks.

## Brief Summary of Duties

### 1. Strategic leadership and accountability

- 1.1 As a member of the Mental Health, Public Health, Dental Services (MHPHDS) Executive team, work collectively to achieve patient, community and population outcomes in line with MHPHDS vision and values.
- 1.2 The Co-Directors will work in partnership to lead and manage the division, accountable to the Executive Director and represent the major link in a chain of accountability between the MHPHDS Executive team and clinical service lines.
- 1.3 Coordinate, integrate and direct the strategic and operational management of the division including human, financial and material resources to meet required organisational outcomes in compliance with whole of health governance frameworks.
- 1.4 Accountable for safe and high quality standards of clinical practice informed by national and international benchmarks with the management of clinical and corporate risks within the division.
- 1.5 Lead the commissioning, transformation and service improvement agendas across the division, providing high level advice on service requirements.
- 1.6 Provide professional and strategic advice to the Executive Director on matters relating to the organisation and operations of the division and on trends and emerging issues.
- 1.7 Responsible for the planning and implementation of day to day operational and demand management of the service, planning and managing patient volumes to meet service requirements.
- 1.8 Effectively lead and facilitate change management and the development of a culture that supports continuous improvement of clinical practice, business and process outcomes.
- 1.9 Lead the development and implementation of strategic and operational plans, policy and improvement initiatives relating to the division in alignment with the operational imperatives of the organisation.
- 1.10 Undertake business continuity management for the division including emergency planning.
- 1.11 Actively develop and maintain strong strategic and operational alliances and working relationships with internal and external stakeholders, including relevant professional, industry, government and non-government groups
- 1.12 Ensure evidence based practice and research as the foundation of advances in clinical care and clinical care systems.
- 1.13 Promote an interdisciplinary team environment with a focus on leadership development across the division.
- 1.14 Ensure integration between clinical and non-clinical services.
- 1.15 Represent the NMHS and MHPHDS positively and effectively through participation in relevant NMHS and external committees, community and professional bodies.
- 1.16 Direct and coordinate the preparation of the annual and other reports including ministerial responses.

### 2. NMHS Governance, Safety and Quality requirements

- 2.1 Ensure as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 2.2 Participate in an annual performance development review and undertake performance development review of staff under their supervision.
- 2.3 Support the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Complete mandatory training (including safety and quality training) as relevant to role.
- 2.5 Perform duties in accordance with Government, WA Health, NMHS, departmental/program specific policies and procedures.
- 2.6 Abide by the WA Health Code of Conduct, Occupational Safety and Health legislation, Disability Services Act and Equal Opportunity Act.

### 3. Other duties as directed

## Work Related Requirements

### Essential Selection Criteria

1. Eligible for registration as a Psychiatrist with the Medical Board of Australia and Fellowship of the Royal Australian and New Zealand College of Psychiatrists, together with a strong track record in clinical practice.
2. Substantial experience in managing clinical services in a large complex healthcare environment with the ability to balance diverse and competing interests to achieve safe, high quality patient care and operational efficiency.
3. Demonstrated high level leadership skills and extensive experience in implementing change with the ability to redesign and transform systems of healthcare.
4. Demonstrated ability to actively promote organisational values and align business imperatives to shape and influence a shared commitment to the organisation's strategic direction.
5. Demonstrated experience in achieving results, including the ability to build organisational capability and responsiveness incorporating the management of human, financial and physical resources.
6. Highly developed communication and interpersonal skills and the ability to build and maintain productive relationships and broker cooperation and partnerships with internal and external stakeholders.
7. Knowledge of contemporary Human Resource principles with demonstrated application at the senior management level.
8. Current knowledge legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Knowledge of current issues facing the health industry in WA and Mental Health legislation.
2. Current "C" or "C.A" class drivers' licence.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- 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.

### Manager/Supervisor

Name:

Signature/HE:

Date:

### Dept./Division Head

Name:

Signature:

Date:

### Position Occupant

Name:

Signature:

Date: