



# Job Description Form



GOLDFIELDS

Landscape Photos: Tourism Western Australia

## Position Title

Position number: 601397

## Nurse Specialist – Human Resources

### Regional Overview

The Goldfields region of the WA Country Health Service covers the Goldfields-Esperance Region of Western Australia. The region is located in the south eastern corner of Western Australia and covers 770,488 sq km (including offshore islands). The WA Country Health Service Goldfields consists of two main health campuses located in Kalgoorlie & Esperance, and three smaller hospitals located in Laverton, Leonora and Norseman. The Goldfields is a culturally rich region with a number of Aboriginal communities spread out across the region, 16 distinct Aboriginal language groups and an Aboriginal population that represents 12.3 per cent of our total population, with 1 in 10 people, on average, identifying as Aboriginal – this in comparison to the state average of 3.6 per cent. The region supports a wide range of industry, including mining, agriculture, aquaculture and tourism. Mining is the predominant sector in the central and northern parts of the region, with a well-established agricultural sector in the south.

### About the WA Country Health Service

#### Our Strategic Priorities



#### Our Values

##### Community

We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

##### Compassion

We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

##### Quality

We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

##### Integrity

We bring honesty, collaboration and professionalism to everything that we do.

##### Equity

We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

##### Curiosity

We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

#### Our Vision

To be a global leader in rural and remote healthcare.

#### Our Mission

To deliver and advance high quality care for country WA communities.

Position Title: Nurse Specialist – Human Resources	Position Number: 601397	Classification: SRN Level 3
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## Directorate Overview

This portfolio provides the region with nursing leadership and governance. It also supports the following regional services: cancer care coordination, infection control, palliative care, renal services. Administratively it also has a regional focus on nursing recruitment, safety, quality and risk management.

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at [www.wacountry.health.wa.gov.au](http://www.wacountry.health.wa.gov.au)

## Position Details

Position Number:	601397	Registration Date:	September 2021
Classification:	SRN Level 3	Location:	Kalgoorlie
Award / Agreement:	Nurses and Midwives Agreement		
Organisational Context:	Regional		

## Position Overview

Coordination and management of the human resources for nursing and midwifery within the Goldfields Region.

## Reporting Relationships

### Responsible to:

613267: Director of Nursing & Midwifery



### This position:

601397: Nurse Specialist – Human Resources  
SRN Level 3



### Positions under direct supervision:



### Other positions reporting to this position:

601098: Clinical Nurse Specialist - Infection Control  
613152: Clinical Nurse Consultant - Oncology Coordination  
613759: Nurse Manager - Palliative Care  
613761: Admin Support Officer - Palliative Care  
613955: Nurse Educator  
614635: Clinical Nurse Specialist - McGrath Foundation  
614636: Clinical Nurse Specialist - McGrath Foundation  
615315: Clinical Nurse Consultant - Renal



## Key Duties/Responsibilities

1. Supports the maintenance of the nursing and midwifery establishment by coordinating the recruitment, appointment, and resignation of nursing and midwifery staff.
2. Liaises with clinical managers to ensure forward planning in nursing recruitment.
3. Maintains an overview of NHpPD data for all areas in the Goldfields.
4. Liaises with Nurse West and nursing agencies to meet staffing needs.
5. Liaises with Coordinator Property in relation to accommodation requirements for nursing staff.
6. Participates in grievance and disciplinary procedures as requested.
7. Participates in Quality Improvement activities.
8. Maintains knowledge of trends and opportunities in employment.
9. Actively participate in the nursing management team by:
  - Assisting in policy development
  - Providing expert advice
  - Planning
  - Facilitating change
  - Compiling reports on activity
10. Participates in Performance Management of contracted staff.
11. Performs reference checks on all prospective employees in nursing.
12. Supports reforms designed to improve productivity, realise efficiencies, benchmarks and best practice.
13. Demonstrates ethical behaviour and accepts accountability for own practice.
14. Works within governing legislation and WA Country Health Service policies and procedures.
15. Convenes regular meetings with Clinical Coordinators and Clinical Managers to identify and implement strategies designed to improve attraction and retention of staff.
16. Liaises with Clinical Managers and Staff Development Centre to ensure regular and ad hoc follow up of staff in exit interviews, and by targeting staff for feedback after 3 months. Provides reports on this process to Nursing Executive.
17. Undertake other appropriate activities as allocated by the Regional Director Nursing & Midwifery.



## Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

### Essential

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Extensive post registration management experience.
3. Knowledge of industrial relations, i.e. Awards/EBA's and grievance procedures.
4. Demonstrated understanding of Human Resource and Health Support Services (HSS) processes.
5. Demonstrated high level of communication skills and interpersonal skills including mediation.
6. Relevant experience in the use of personal computer applications.
7. Eligible for and /or in possession of a current C or C-A Class driver's licence.

### Desirable

1. Post Graduate Qualification in relevant discipline or progression towards.
2. Knowledge of Disability Services – Awareness of access to health services that affect clients.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

## Appointment Pre-requisites

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement
- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check
- Evidence of a current C or C-A Class driver's licence or other specialised licence class
- Ability to travel within the region as required including overnight stays

WA Country Health Service –  
GOLDFIELDS

23 September 2021

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