



# Job Description Form



WHEATBELT

Landscape Photos: Tourism Western Australia

## Position Title

Position number 607454

## Director of Nursing – Health Service Manager

### Regional Overview

WACHS Wheatbelt region extends from the Turquoise Coast to Southern Cross to the Darling Scarp to the regional towns of Wagin and Lake Grace. The Wheatbelt is a region of enormous opportunity, with a close proximity to metropolitan areas, rich diverse cultural heritage and growing development and innovation. Health services currently available to the Wheatbelt community include emergency care and retrieval, acute and sub-acute inpatient care, aged care, mental health and population and community health.

With four integrated district hospitals (Narrogin, Northam, Merredin and Moora), 18 small hospitals and 17 health centres/ nursing posts and clinics, you will find a strong sense of community, exciting lifestyle and career opportunities. WACHS Wheatbelt is a great place to live, work and explore!

### 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.

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## Directorate Overview

The Eastern Wheatbelt Region, has communities that form a spoke network with Merredin centrally located, surrounded by 7 hospitals, 1 Health centre and 2 Nursing posts. This includes Kununoppin and districts in the North, to the East with Southern Cross and Quairading towards the West.

Across this district a multi-purpose model, inclusive of emergency, acute inpatient, residential aged care and CHSP is offered that provides comprehensive health services to our communities

## Position Details

Position Number:	607454	Registration Date:	21 April 2022
Classification:	RN SRN Level 5	Location:	Southern Cross
Award / Agreement:	Nurses and Midwives Agreement		
Organisational Context:	Eastern Directorate		

## Position Overview

This role is responsible for the effective management, development and leadership of the health service to ensure best practice delivery of hospital, aged residential and community based services. It is responsible for developing cooperative relationships with local communities and organisations.

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.

## Reporting Relationships

### Responsible to:

Operations Manager Eastern  
HSO Level G11  
607497



### This position:

Director of Nursing – Health Service Manager  
RN SRN Level 5  
607427



### Positions under direct supervision:

All positions under the Southern Cross Health Service establishment.



### Other positions reporting to this position:

Health Service Managers RN SRN Level 5  
Clinical Nurse Manager RN SRN Level 3  
District Business Manager HSO Level G5  
Admin Assistant to Ops Manager HSO Level G3





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## Key Duties/Responsibilities

### LEADERSHIP and MANAGEMENT

1. Responsible for leadership and management of designated health service.
2. Responsible for the delivery of optimum level and best practice quality of services within a “whole of community” framework.
3. Fosters a culture of excellence in the delivery of aged care services.
4. Ensures clinical governance systems are implemented within the health service and are consistent with regional and WACHS directions.
5. Ensures the health service operates in accordance with its agreed budget.
6. Ensures effective and efficient management of financial, human and physical resources in accordance with regional and WACHS policies and directives.
7. Liaises with the Medical Advisory Committee and other senior clinical forums to facilitate communication and support effective working relations.
8. Actively contributes on the District Management Team and assumes portfolios as directed.
9. Develops and leads effective communications strategies within the Health Service to ensure staff are made aware of matters affecting their work and patient care.
10. Ensures the health service complies with relevant legislation and regulatory requirements.
11. Leads district, regional and WACHS reforms in health service.
12. Acts as a role model for all staff in assessing, planning, implementing, directing and evaluating the care of clients according to continuum of care principles.
13. Participates in the clinical development of all nursing personnel within the health service.

### CLINICAL

14. Undertakes a clinical caseload.

### POLICY, PLANNING and ORGANISATIONAL DEVELOPMENT

15. Responsible for the development, implementation and evaluation of the health services’ operational plans and ensures they are in concert with district, population health, aged care and mental health operational plans.
16. Contributes to the development of a strategic plan for the Wheatbelt region.
17. Facilitates and leads local health provider partnerships and collaborative working arrangements.
18. Leads and supports a culture of quality services and continuous improvement including external accreditation.
19. Manages the implementation of local, district, regional and WACHS policies in the health service.
20. Supports organisational workforce development, including orientation, training and performance agreements in partnership with district and regional corporate staff.
21. Provides service delivery activity reports to the Operations Manager as required.
22. Leads service development initiatives and prepares business cases as required.

### COMMUNITY INVOLVEMENT and PUBLIC RELATIONS

23. Responsible for the leadership, administrative and communications support of a WACHS Local Health Advisory Group. Incorporates feedback from LHAG into operational plans where appropriate.
24. Positively represents the health service to other agencies to ensure a coordinated interagency/stakeholder approach to service delivery and planning.
25. Ensures that health services are provided in manner sensitive to and appropriate for people of indigenous and other cultural backgrounds.
26. Represents the District Manager and Regional Director in the local media when requested.

### OTHER

27. Ensures local emergency management procedures are in place and regularly tested.
28. Other duties in accordance with key responsibilities as directed by Operations Manager.



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## 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. Demonstrated advanced clinical skills and previous experience in working within an aged care environment.
3. Demonstrated ability as a leader/coordinator in diverse team environments.
4. Highly developed communication skills and proven ability to build and maintain relationships.
5. Demonstrated commitment to providing best practice aged care
6. Demonstrated commitment to delivering clinical services to the community and achieving high quality outcomes.
7. Demonstrated experience in the management of financial, human and physical resources, and the achievement of agreed strategic outcomes.
8. Sound knowledge of relevant legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and health, and how these impact on employment and service delivery.
9. In possession of a current C or C-A Class driver's license.

### Desirable

1. Bachelor of Science (Nursing) or relevant tertiary equivalent.
2. Highly developed information technology skills.

## 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
- Successful Working With Children Check
- Successful Aged Care Criminal Record Clearance
- Evidence of a current C or C-A class driver's licence and ability to travel within the region when required.

**WA Country Health Service  
Wheatbelt**

**22 April 2022**

**REGISTERED**

