



Position Title: Nurse Educator

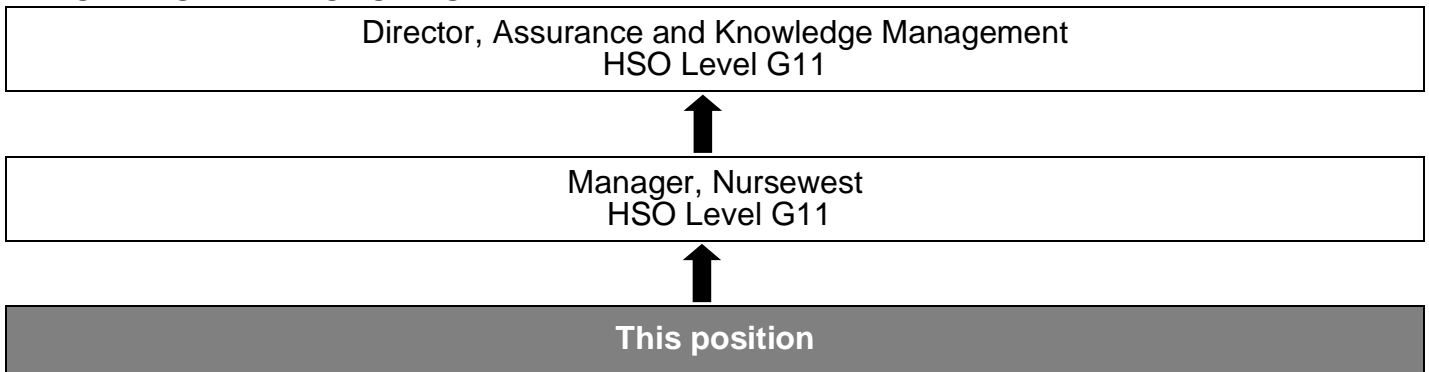
Classification	SRN Level 3
Employment Instrument	Australian Nursing Federation Agreement
Organisation	Health Support Services
Business Unit	Workforce and Organisational Development
Function	NurseWest
Location	Perth Metropolitan Area

KEY ROLE STATEMENT

As part of the Health Support Services (HSS) Workforce and Organisational Development Business Unit, the Nurse Educator is a specialist leadership role responsible for:

- Promoting effective teaching and influence best practice education of Nursing staff.
- Development and evaluation of educational programs, policies and curriculum.
- Setting and monitoring of clinical standards

REPORTING RELATIONSHIPS:



Directly reporting to this position:

Title	Classification	FTE
Administrative Assistant	HSO Level G3	3+
Nurse Educator	SRN Level 1	2+

ORGANISATIONAL CONTEXT:

Health Support Services (HSS) is the shared service centre for the WA public health system. We provide a suite of services to more than 50,000 employees across WA's public health services and hospitals. Our services include:

- Information, communication and technology services (ICT)
- Procurement and supply
- Workforce services, including payroll, recruitment and appointment and workforce data
- Financial services
- Delivery of customer-driven programs and projects

Our vision is to provide great services to our customers, be known as a valued partner, and support the health of all Western Australians. We seek to achieve this by delivering on our purpose of supporting our customers to provide excellent health care.

Whether you work in our corporate offices, at our customer sites, or out at our warehouses – collectively, our focus is on providing simple, reliable, responsive and sustainable services.

We are a workforce of over 1,200 innovative, dedicated and enthusiastic people. We embrace diversity and believe that our best services come from a workplace where varied perspectives and experiences are welcomed and encouraged.

We are undergoing a major business transformation to establish HSS as a modern shared services organisation and we're seeking the right people to grow our team.

It is an exciting time in the health sector and a defining period for HSS.

HSS VALUES



We put our customers at the heart of what we do



We value and care for each other



We promise, we own, we do



We will find a way



We make a difference together

Our values guide our behaviours and the way we interact with our customers and each other.

BUSINESS UNIT ROLE:

Workforce and Organisational Development

Workforce and Organisational Development (W&OD) shapes and directs HSS culture, ensuring it is aligned with our purpose, values, objectives and strategic direction, delivering value for money, customer-focused services that meet client expectations and continuously improve. W&OD also provides human resource (HR) and industrial relations (IR) functions for HSS.

W&OD delivers its services through four functions:

Payroll Services ensures WA health system employees are paid accurately and on time and includes services such as payroll advice, assistance processing leave, taxation, superannuation and workers compensation payments.

Employee Services delivers end to end recruitment and appointment services and supports customers across the WA health system with establishing organisational structures and providing workforce data analytics and reporting. The function manages NurseWest which provides centralised casual nursing and midwifery pools to fill temporary nursing shifts in public hospitals.

Assurance and Knowledge Management ensures services provided by Recruitment and Payroll Services meet quality, legal and compliance standards. This function also implements strategies that build organisational capability such as knowledge management, education and training and fosters a culture of continuous improvement.

NurseWest as a Business Area within the Workforce Services Directorate and provides a state-wide, centrally co-ordinated service for the recruitment and deployment of temporary nursing and assistants in nursing to all public hospitals and health services within WA Health. NurseWest offers nurses, midwives and assistants in nursing the opportunity to join a government temporary staff pool. The pool allows for flexible modes of employment in public hospitals throughout Western Australia.

NurseWest offers casual shifts in all public metropolitan hospitals and health services and also short-term placements for those who wish to work in rural and remote hospitals and health services.

NurseWest currently employs, on a casual basis, approximately 1650 nurses, midwives and assistants in nursing (AIN) who are equipped to work across all specialties and are available to work across all public hospitals and health service sites. If NurseWest is unable to fill the position with its own staff, it will source staff from external agencies via a panel contract to provide cost effective temporary personnel services to WA Health. These have been designed to meet Government savings objectives and increased efficiencies.

HR and Capability provides the day-to-day HR management, organisational development, industrial relations and occupational safety and health for HSS. This function leads the implementation of the organisation's culture strategy and provides HSS leaders and employees with HR consultancy, strategic workforce planning, performance management and capability development services.

POSITION RESPONSIBILITIES:

HSS Management:

- Promotes a customer-focused culture and a team-based approach based on the Health Support Services values and strategic priorities.
- Champions collaboration, continual improvement and quality management.
- Builds and supports alliances with stakeholders, customer agencies and within Health Support Services to enable the achievement of the organisation's operational and transformational priorities.
- Ensures the work environment is safe, fosters equity and diversity, and enables the achievement of personal and team goals.
- Allocates resources (including financial and human) to achieve optimum effectiveness and efficiency in the delivery of outcomes within service, cost and time expectations.
- Mentors and develops staff and teams to ensure the organisation meets executive, stakeholder and customer expectations.
- Identifies and mitigates risks to current and future service delivery.
- Provides subject expert advice to the Senior Leadership Team where relevant.
- Ensures all contracted services meet agreed timelines, outcomes, deliverables, and are achieved within agreed budget.

HSS Participation (Self):

- Maintains the HSS “Think Customer First” culture and demonstrate a constant approach to the organisation, values and behaviours.
- Contributes effectively to business improvement and change management activities.
- Undertakes all duties in accordance with the WA health system’s Code of Conduct, WA Public Sector Code of Ethics, Occupational Safety and Health and Equal Employment requirements, and other relevant legislation.
- Proactively contribute in maintaining the HSS Occupational Safety and Health Management (OHS) Framework.
- Takes personal accountability of own performance, and participates in all performance development activities.
- Collaboratively engages with team members, encouraging discussion whilst harnessing different viewpoints creating positive outcomes for key stakeholders.

Role Specific Responsibilities and Key Outcomes:

- Provides educational leadership and consultancy for the design of the NurseWest educational framework, educational and training programs / resources, and utilisation of effective teaching strategies.
- Coordinates and provides staff development activities for nursing and NurseWest office staff.
- Designs, implements and evaluates relevant curricular / teaching programs / resources based on best practice.
- Develops, implements and promotes evidence-based standards and policies (of direct relevance)
- Conducts formal and informal education and training programs.
- Maintains excellence in interpersonal skills and use of leadership to guide mutually beneficial relationships
- Promotes and facilitates a multi-disciplinary team approach to decision making.
- Uses effective change management strategies to improve practice.
- Implements and maintains performance management activities.
- Operates within the allocated available budgets for the area of responsibility.
- Contributes to the formulation for business plans, funding proposals and strategies to facilitate effective utilisation of allocated human, financial and physical resources consistent with corporate and operational priorities
- Actively participates in the recruitment, selection and orientation of staff.
- Develop and maintain performance management system for NurseWest nurses
- Develop and implement program of clinical appraisals for NurseWest nurses
- Conducts and reviews training needs analysis for NurseWest nurses and the NurseWest team
- Develop, implement, manage and review comprehensive Professional Development Program for NurseWest nurses
- Review, revise and implement mandatory competency programs

SELECTION CRITERIA:

ESSENTIAL CRITERIA:

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Significant clinical knowledge and leadership experience in the delivery of nursing education programs
3. Demonstrated experience in the development, implementation and evaluation of education programs / learning strategies within a complex professional environment.
4. Ability to demonstrate the application of teaching process principles and delivery of adult learning in a variety of settings.
5. Demonstrated advanced problem-solving skills including the ability to conceptualise, analyse and implement solutions.
6. Demonstrated ability to provide leadership and facilitate effective teamwork.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment and service delivery.

DESIRABLE CRITERIA:

1. Postgraduate qualification or evidence of significant progression towards one.
2. Ability to manage financial, physical and human resources within policy and budgetary expectations.
3. Knowledge of current clinical governance systems.

APPOINTMENT FACTORS

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery 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
- Pre-Employment Health Assessment

The details contained in this document are an accurate statement of the deliverables and other requirements of the job.

Version control	Description	CRC Approval Date	Registered Date
Vs 1.0	JDF Amended	31/08/2020	19/06/2023