



Executive Director

Child and Adolescent Mental Health

Position details

Position Number:	00017894
Classification:	Health Professional – Grade B
Agreement:	Health Salaried Officers Agreement
Directorate:	Office of Chief Executive
Department:	Executive
Location:	CAMHS Corporate Office

Reporting relationships

This position reports to:

00005113	Chief Executive	HES
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Positions under direct supervision:

Director Clinical Services	MP Year 1-9	1 FTE
Director Specialised Services	HSO G11	1 FTE
Director Community	HSO G11	1 FTE
Nurse Director	SRN 10	1 FTE
Coordinator	HSO G6	1 FTE
Area Manager – Hub and Spokes	HSO G10	1 FTE
Project Manager	HSO G10	1 FTE

Key Responsibility

Responsible for the delivery of high quality health care within the Child and Adolescent Mental Health Service including Community and Perth Children's Hospital based services. This includes the delivery of the financial and operational performance and ensuring the affairs of the health service are conducted with the highest standards of integrity, probity and governance. Works collaboratively as a member of the health service executive to achieve the delivery of a high-quality, efficient and effective health service to the population, the development and application of systems to manage clinical and other risks.



About our health service

The Child and Adolescent Health Service (CAHS) is a comprehensive service that supports and treats children from around Western Australia, and is committed to programs that promote lifelong health in children and adolescents.

CAHS is made up of four service streams:

- **Neonatology:** Neonatology provides state-wide tertiary neonatal services to the sickest newborn babies and infants in Western Australia.
- **Community Health:** a comprehensive range of community based early identification and intervention services, as well as health promotion, to children and families in the Perth metropolitan area. Services are provided in a variety of settings including at home, local community health centres, child and parent centres and schools.
- **Child and Adolescent Mental Health Services (CAMHS):** provide mental health services to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs, inpatient care at Perth Children's Hospital and specialised services for children with complex mental health conditions across the State.
- **Perth Children's Hospital (PCH):** is the specialist State-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering in major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State's universities.

Our vision

Healthy kids, healthy communities

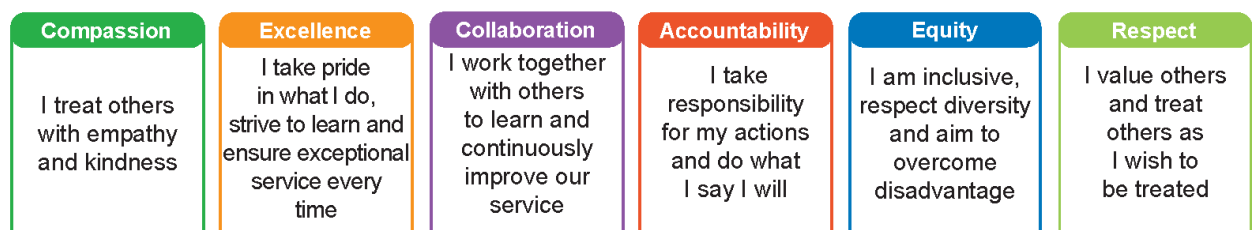
Our vision of 'healthy kids, healthy communities' sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

Our objectives



Our values drive us

CAHS promotes a values based workplace culture and all employees are expected to translate our values into action by providing high quality care through:



Summary of accountabilities

1. Strategic Leadership and Accountability

- As a member of the CAHS executive team contributes to decision making on whole of health issues for the Health Service.
- Actively promotes guides and facilitates the delivery of high quality standards of practice and professional services.
- Actively leads and promotes innovation and organisational cultural change.
- Applies health service policies and develops and applies operational procedures and protocols which guide community service delivery and related activities.
- Provides leadership and guidance to key organisational stakeholders to facilitate the improvement of organisation performance, systems and processes.
- Provides high-level expert advice and support to the Board, Chief Executive, and other executives, through analysis and assessment of trends and emerging issues within and across the Health Service, and at the state and national levels in relation to the position's portfolio of responsibilities.
- Builds a competent team, driving and building the framework for continuous development of staff to ensure high performance within the directorate.
- Ensures that resources are managed and developed to meet service requirements and health service outcomes.
- Ensures that the services and activities meet all clinical and/or corporate governance requirements.

2. Communication, Consultation and Engagement

- Provides the Chief Executive and the Board with information, reports and recommendations regarding clinical operations management and strategy implementation.
- Establishes, develops and maintains strategic and working relationships with internal and external stakeholders in order to effectively liaise, consult and negotiate with relevant professional industry and non-government organisations including the Chief Psychiatrist and Mental Health Commission via the Chief Executive.
- Initiates and facilitates forums and discussion groups to discuss and resolve issues relating to the development and implementation of strategic and operational plans, policies and initiatives.
- Leads the creation of a positive, values based culture that builds capacity and is focussed on patient and employee safety.
- Manages and promotes policies and programs that encourages and contributes to staff wellbeing.
- Ensures timely communication with employees on the service delivery issues and any changes that may impact on them or their services.



3. Specific Position and/or Operational Responsibilities

- Responsible for the services provided by Child and Adolescent Mental Health Service including Community and Perth Children's Hospital based services.
- Plans and coordinates the application of health service plans, policies and protocols.
- Ensures services are coordinated with other providers and integrated to deliver seamless care as far as possible.
- Responsible for the quality of services delivered and the safety of patients, visitors and staff.
- Actively participates in the health service's consumer participation program to ensure involvement by local communities in the planning and delivery of appropriate services.
- Responsible for the overall performance of the service particularly in relation to the quality of service outcomes, financial performance and meeting key performance indicators as set by the Board and system manager.
- In conjunction with the Executive Directors, Medical and Nursing Services and the Director of Allied Health ensure there are relevant education and teaching programs and vocational training.
- Assists the Executive Directors, Medical and Nursing Services in establishing and managing systems which ensure appropriate support and conduct of research.

4. CAHS governance, integrity, safety and quality requirements

- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct; the CAHS Vision and Values; and CAHS commitment to protecting children and promoting their safety.
- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Ensures as far as practicable, the provision of a safe and inclusive working environment in consultation with employees under their supervision.
- Undertakes duties to an agreed performance standard to support safe, high-quality health care with a focus on continual improvement, efficiency, effectiveness and sustainability.
- Directly or indirectly supports the delivery of safe patient care and the consumers' experience ensuring services are family centred.
- Contributes to continuous quality improvement activities by identifying, facilitating or participating in practices in accordance with the requirements of the National Safety and Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.
- Completes mandatory and core requirement training as relevant to the role and service.
- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector*



Management Act (WA) 1994, Health Services Act (WA) 2016, Work Health and Safety Act (WA) 2020, Disability Services Act (WA) 1993 and the Equal Opportunity Act (WA) 1984.

- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration and sustainable health initiatives.



Work related requirements

The following criteria should be considered in the context of the CAHS Vision, Objectives and Values.

Essential selection criteria

1. Exemplifies personal integrity and commitment to public service
 - *demonstrates public service professionalism, probity and accountability*
 - *ability to work within and promote the values of CAHS*
 - *exhibits personal commitment to customer service*
 - *engages with risk*
 - *demonstrates personal commitment to professional development*
2. Shapes and manages strategy
 - *inspires a sense of purpose and direction towards achieving a strategic vision*
 - *shows forward thinking, judgement, intelligence and common sense*
 - *directs policy development within a public policy environment*
 - *directs the implementation of operational reforms*
 - *harnesses information and opportunities*
3. Achieves results and operational excellence
 - *promotes innovation and shapes culture*
 - *steers and implements change and deals with uncertainty*
 - *delivers intended results*
 - *ensures delivery of high quality services*
 - *manages all resources in a constrained environment*
 - *demonstrates leadership in workforce and succession planning*
4. Builds productive relationships
 - *nurtures internal and external relationships*
 - *facilitates cooperation and partnerships*
 - *guides, coaches and develops people*
5. Communicates and influences effectively
 - *communicates clearly*
 - *listens, understands and adapts to audience*
 - *negotiates and advocates persuasively*
 - *values individual differences and diversity*
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Work Health and Safety, and how these impact on employment, service delivery and the ability to incorporate inclusive practices.

Desirable selection criteria

1. Tertiary qualifications in a relevant clinical discipline and/ or management.

Appointment to this position is subject to the following:

- Provision of the minimum identity proofing requirements in line with the standards set by the National Security Strategy.
- Successful criminal record screening clearance.



- Successful pre-employment integrity check.
- Successful pre-employment health assessment.

Certification

Created on	Last Reviewed	Registered
7/03/2022	21/06/2023	23/06/2023

I verify that the details in this document are an accurate reflection of the requirements of the position.

Manager / Supervisor

Signature or HE Number

Date

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

Occupant Name

Signature or HE Number

Date

