Role Description

Job ad reference: DD05121953
Role Title: Executive Director Nursing and Midwifery Services
Status: Permanent full time

(Please note future vacancies of a permanent full time, permanent part time, temporary full time or temporary part time nature may also be filled through this recruitment process.)

Unit / Facility Division: Nursing and Midwifery Services
Hospital and Health Service: Darling Downs Hospital and Health Service
Location: Toowoomba
Classification level: Nurse Grade 12 (1)
Salary level: $7212.50 per fortnight

Contact: Jade Mortlock
Telephone: +61 7 3230 0032
Online applications: Apply by submitting your application to: jade@edenritchie.com.au

About the Darling Downs Hospital and Health Service

Our Vision
- To be trusted to deliver excellence in rural and regional healthcare.

Our Purpose
- Delivering quality healthcare in partnership with our communities.

Our Values
- Caring: We deliver care, we care for each other and we care about the service we provide.
- Doing the right thing: We respect the people we serve and try our best. We treat each other respectfully and we respect the law and standards.
- Openness to learning and change: We continually review practice and the services we provide.
- Being safe, effective and efficient: We will measure and own our performance and use this information to inform ways to improve our services. We will manage public resources effectively, efficiently and economically.
- Being open and transparent: We work for the public and we will inform and consult with our patients, clients, staff, stakeholders and community.
Your Opportunity
The Executive Director Nursing and Midwifery Services (EDNMS) leads the nursing services of the Hospital and Health Service (HHS). The leadership provision of the EDNMS will maximise the potential of nursing to enhance health outcomes for the HHS.
As a member of the Executive and the Clinical Council, the EDNMS contributes to the development and monitoring of the HHS budget and the achievement of financial, quality and service targets.

- Lead the development and implementation of HHS wide strategies that will ensure the nursing and midwifery workforce is aligned with identified HHS delivery needs to provide, primary, secondary and tertiary services:
- Promote and enhance professional standards, conduct and practice to advance safe nursing and midwifery practice and patient care.
- Develop an environment that enhances recruitment and retention of nurses and midwives to ensure the maintenance of appropriately qualified and competent workforce for the HHS.
- Develop foster and support a nursing culture aligned to DDHHS values that promotes and supports clinical excellence through education, professional development and research for the nursing and midwifery profession.

Staffing and Budget
- The Executive Director Nursing and Midwifery reports directly to the Health Service Chief Executive.
- The EDNMS is a key strategic executive with responsibilities for the Nursing Resource Management and Planning (Business Planning Framework, BPF). This includes nursing productivity within contemporary funding models.
- The Executive Director Nursing and Midwifery Services will work directly with Executive Directors in a collegiate manner to ensure that the range of services provided by the DDHHS are:
  - Of a high quality;
  - Safe;
  - Evidence-based;
  - Effective;
  - Efficient; and
- Reflect the strategic priorities of the DDHHS, the Board and the local communities.

The position may also have delegated responsibility for allocated portfolios and specific project areas as identified by the HSCE.

Your Role
- Fulfill the responsibilities of this role in accordance with the Darling Downs Hospital and Health Service values, as outlined above.
- Work as part of a team leading the professions to ensure clinical care is of high quality, patient focussed and meets and exceeds the National Safety and Quality Health Service (NSQHS) Standards.
- Develop strategies and policies on nursing, patient care and related service delivery issues, particularly in relation to matters that cross all clinical Divisions. The EDNMS, in collaboration with the Executives, Directors of Nursing, Nursing Directors and others, will lead a strategic approach to the integration and coordination of policy development on nursing, patient care and the service delivery issues for the HHS.
- Proactively review management systems, processes and standards for nursing services and implement changes to consistently improve the service.
- Provide professional leadership to the Directors of Nursing and Nursing Directors and support them with management and professional issues and the nursing leadership and management.
- Build a competent senior nursing team, driving and building the framework for continuous development of staff to ensure superior performance across Nursing Services:

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- build and implement systems that allow effective people management according to the needs of the environment.
- manage the performance appraisal and development of subordinate staff.

- Participate in strategic workforce planning activities for the HHS, particularly in relation to the appropriate development and management of the nursing workforce necessary to meet the needs of the HHS.
- Oversee the management of scope of practice for Nursing and Midwifery professionals and the credentialing of identified Nursing and Midwifery staff.
- Plan and implement a program for the professional and corporate development of the Directors of Nursing and Nursing Directors. Lead the succession planning for nursing leadership across the HHS.
- As a senior leader within the organisation the EDNMS is expected to sponsor major projects and change initiatives, not limited to issues primarily associated with nursing. The EDNMS will be a significant voice both on strategy and implementation across the organisation and will exhibit leadership skills applicable outside the specific framework of nursing.
- Overview medico-legal and clinical governance matters particularly pertaining to nursing areas and provide advice in this area to the HSCE and Chief Medical Officer.
- Represent the Chief Executive in relation to relevant corporate committees, meetings, forums and working parties involved in learning and development, nursing and midwifery workforce, and clinical service delivery.
- Provide ethical decision making in the management of the health service and achievement of organisational goals.
- Implement and monitor the organisation’s quality standards, occupational health and safety policies, procedures and programs and provide clinical governance in the relevant work area.

**Mandatory Qualifications/Professional registration/Other requirements**

Appointment to this position requires proof of qualification and registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/ manager if you are the preferred candidate for employment.

- Registration or eligibility for registration, as a Registered Nurse, with the Nursing and Midwifery Board of Australia, including any necessary endorsements, and possession of an annual practising certificate is mandatory.
- Masters level or higher degree in Nursing or Health Management would be highly desirable.
- Travel is a requirement of the position, with overnight or longer stays at times. The possession of a licence to operate a class “C” motor vehicle is considered essential for performing this position.

**How you will be assessed?**

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under ‘Your role’, the ideal applicant will be someone who can demonstrate the following:

| Leadership | Provide high-level leadership involving people, systems, resources/assets and service models within the complexity of the HHS. Drive executive sponsorship to promote the values of the organization, present as a role model and maintain the ability to influence senior staff, executives and clinicians to foster similar priorities and values. |

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Financial Management
Strategise and utilize vision to drive financial decisions, prioritising effectively and understanding the impacts of their decisions, managing risks appropriately. Sets and manages resource management parameters for areas of responsibility within fiscal principles and the ability to source funding for additional needs.

Continuous Development/Innovation
Promote and implement continuous development and innovation in nursing services to ensure improvement and a strong understanding of quality systems, standards and procedures, whilst proactively identifying, accepting and managing risk associated with improvements and leading the improvement by example. This promotion and implementation will involve people, systems, resources/assets and service models, including research and networking opportunities, to achieve best practice at a strategic level.

Continuous Learning
Drive and motivate nursing services team(s) to continuously track, monitor and develop own performance, promoting a learning and knowledge-sharing environment. Build networks with groups internally and externally to maintain contemporary knowledge, and an up-to-date understanding of management and organizational strategies for the service.

Strategic Change Management
Articulate and create a shared vision, demonstrating courage and commitment, yet also flexibility, in leading change within the nursing service at a strategic level and according to the needs of the organisation. Initiate and manage negotiations with government and non-government agencies, to influence change, continuous improvement, and the management of nursing policy within the HHS and at a Statewide level.

Specialist Knowledge
The EDNMS will be a registered nurse holding registration with AHPRA, or be eligible for such registration. The EDNMS is required to have extensive leadership experience in managing significant numbers of staff in a complex organization. He or she will have a sound understanding of current issues impacting on the nursing profession, including the quality and supply of qualified nursing staff to provide services to patients. The EDNMS will have been in positions which influence the direction of nursing within the organization and will have experience influencing strategic decision makers for the benefit of nursing.

Your Application
Please contact Jade Mortlock on +61 7 3230 0032 for a confidential discussion regarding the role and application process.
- We invite suitably qualified candidates to submit their application to: jade@eden Ritchie.com.au

About the Darling Downs Hospital and Health Service
The Darling Downs Hospital and Health Service (DDHHS) is an independent statutory body, established under state legislation through the provisions of the Hospitals and Health Boards Act 2011, and is governed by the Darling Downs Hospital and Health Board.

The Darling Downs Hospital and Health Service provides a comprehensive range of high-quality acute, sub-acute, mental health, drug and alcohol, oral health, residential aged care, and community health services. We deliver clinical services to approximately 300,000 people across 26 locations, including the major hospital in Toowoomba, regional and rural community hospitals, residential aged care facilities, multipurpose health services and community clinic facilities.

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Our services cover the Local Government Areas of the Toowoomba Regional Council, Western Downs Regional Council, Southern Downs Regional Council, South Burnett Regional Council, Goondiwindi Regional Council, Cherbourg Aboriginal Shire Council and part of the Banana Shire Council (community of Taroom). This represents an area of about 90,000 square kilometres.

The Hospital and Health Service has a major teaching role, providing both undergraduate and postgraduate clinical experience for members of the multidisciplinary healthcare team. We are the largest employer in the Darling Downs, employing more than 4,700 people, with revenue of more than $600 million annually.


Most people who work for the Darling Downs Hospital and Health Service are currently employees of the Department of Health. It is anticipated employees will transition to being employed by the DDHHS in 2015. Information about the Department of Health can be found on their website.

**Additional information**

- Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.

- Employees who are permanently appointed to the service may be required to undertake a period of probation appropriate to the appointment.

- All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child safety services, Department of Communities.

- Applicants will be required to give a [statement of their employment as a lobbyist](http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf) within one month of taking up the appointment.


- To confirm eligibility for the public hospital fringe benefits tax (FBT) exemption cap please contact the salary packaging provider—RemServ on 1300 304 010 or [www.remserv.com.au](http://www.remserv.com.au)

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Organisational Chart

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