

Role Description

Executive Director Quality, Clinical Safety and Nursing

Cluster	NSW Health
Agency	Western NSW Local Health District
Division/Branch/Unit	Executive Leadership Team
Location	WNSW Local Health District
Classification/Grade/Band	Health Executive Service
Position Number	TBA
ANZSCO Code	TBA
PCAT Code	TBA
Date of Approval	October 2018
Agency Website	http://wnswlhd.gwahs.nswhealth.net/

Agency overview

Western NSW Local Health District covers a population dispersed across more than 31% of the land mass of NSW. Services are provided from 38 inpatient facilities, 50 primary and community health services and 23 community mental health facilities. Our health services provide high quality care to people in regional, rural and remote locations; including acute and sub-acute inpatient, ambulatory, primary, community and residential aged care services.

Our District has a highly skilled and dedicated workforce, committed to achieving healthier rural people and thriving rural communities. Our action focuses on improving health and well-being for rural people, meaningful gains in Aboriginal health, world class rural health care and integrated health services across the region. Our goals will be achieved through strong leadership, high performing inter-professional teams, strong allegiance to our core values, effective partnerships and by embracing technology and innovative solutions to successfully navigate the changing health landscape into the future.

Valuing our workforce, we aim to provide individualized support and development opportunities for growth along each employee journey; helping people along career paths in leadership, clinical and non-clinical domains. We welcome both local people and those from afar who share our values and goals and wish to join our teams and embrace the range of opportunities within the WNSW LHD.

Primary purpose of the role

The Executive Director Quality, Clinical Safety and Nursing provides leadership, direction and management of quality and clinical safety and fulfills the role of the Executive Director of Nursing and Midwifery for the Local Health District. They will be responsible for leading a strategy that promotes a compassionate, skilled and flexible workforce that is able to deliver the highest level of clinical care. They will be responsible for embedding safe processes and practices in a culture that is open to learning and continuous improvement.

The portfolio will include responsibility for clinical governance and risk; patient safety; patient experience and engagement; infection prevention and control; quality improvement and accreditation and emergency management coordination as the Health Services Functional Area Coordinator for Disaster for Western NSW Local Health District. The role is also responsible for the professional leadership of Nursing and Midwifery policy and practice across the LHD. The role is also the Executive sponsor for the Living Well Together team.

Key accountabilities

- Provide leadership, support and strategic direction to the clinical workforce, in relation to patient safety and clinical quality, and to the LHD workforce generally in relation to facility standards and accreditation.
- Provide high-level advice and support to the Chief Executive and other senior health service managers, on Nursing and Midwifery matters through analysis and assessment of relevant trends and emerging issues within and across the LHD and at the state and national levels.
- Participate as a member of the Executive team in the development, implementation and evaluation of the WNSW LHD vision and strategic plans, supporting the achievement of local priorities, agreed objectives set by NSW Health and relevant overarching strategies and plans.
- Lead the effective implementation, across the portfolio of responsibilities, of processes to recruit the right people; to actively support and manage performance; and to build workforce capacity and capability, in alignment with current and future health workforce needs.
- Oversee the reporting and analysis of relevant performance, safety and efficiency data, compared against benchmarks and targets consistent with local priorities. Conduct research including surveys, audits, reviews and investigations to explore issues, identify areas for improvement and anticipate future needs.
- Ensure there is financial responsibility and accountability within portfolio areas; and implement financial strategies that will ensure budgetary targets and key performance indicators are met within the Directorate, and more broadly in areas of influence.
- Ensure compliance with all relevant aspects of clinical, corporate and financial governance; maintaining systems which satisfy regulatory responsibilities and ensure compliance with relevant standards, policies, procedures, legislation, and industrial instruments.
- Lead the Living Well Together team for Western NSW which is the major strategy that focuses staff on delivering consistent safe and appropriate clinical care.

Key challenges

- Leading and managing change successfully, to allow the organisation to adapt, within a dynamic health landscape, anticipating what will be required to position the organisation well for the future.
- Safe implementation of innovative strategies for promoting future availability and high practice standards across the Nursing and Midwifery workforce.
- Embedding of clinical governance, patient safety and accreditation preparation into thirty eight facilities with varying levels of readiness and skill base.

Key relationships

Who	Why
Internal	
Chief Executive	<ul style="list-style-type: none"> • Provide the CE (and Board, as required) with information, reports, expert advice and recommendations which influence planning and decision making. • Communicate information related to the Directorate portfolio and areas for improvement.
Executive Leadership Team	<ul style="list-style-type: none"> • Collaborate with peers to determine organisational wide strategic directions and priorities for strategic and operational plans and projects. • Provide and receive direct specialist advice and participate in problem solving and decision making. • Collaborate with the ELT over planning, service design and evaluation, to continually improve operations and service delivery models and solutions.
Direct Reports	<ul style="list-style-type: none"> • Lead, guide and support direct reports, to ensure the effective and efficient functioning within all areas of Directorate responsibility. • Set performance expectations and actively manage team performance and development.
External	
The NSW Ministry of Health and peers across the State	<ul style="list-style-type: none"> • Liaise with relevant senior Executives to ensure the alignment of LHD performance with NSW Health and government objectives; collaborate with similar roles across the State to enable performance benchmarking, monitoring of industry trends and ongoing currency; and work with them on common responses to emerging and future issues.
Pillars (ACI, CEC, HETI and BHI), Health Infrastructure and other relevant entities	<ul style="list-style-type: none"> • Work cooperatively with these agencies to ensure mutual support for respective responsibilities within the public health system.
Government accountability agencies	<ul style="list-style-type: none"> • Work closely with the Health Care Complaints Commission, the Ombudsman and other government accountability agencies, as required to meet statutory accountability requirements and ensure sound clinical governance.

Role dimensions

Decision making

The Executive Director Quality, Clinical Safety and Nursing has day to day autonomy in directing and managing all portfolio related services within the overall operational budget allocation and managing policy direction for all portfolio areas. The position exercises a high level of independent initiative and judgment in the provision of services, advice and assistance to managers, Directors and the Executive Leadership Team.

Reporting line

The role reports to directly to the Chief Executive of the WNSW Local Health District.

Direct reports

To be completed.

Budget/Expenditure

\$5.7 Mill

Essential requirements

- Current registration as a Nurse and or Midwife with AHPRA.
- NSW Drivers Licence






Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Advanced
	Act with Integrity	Advanced
	Manage Self	Advanced
	Value Diversity	Adept
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Advanced
	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Advanced
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Adept
 People Management	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Highly Advanced

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> Act as a professional role model for colleagues, set high personal goals and take pride in their achievement Represent the organisation in an honest, ethical and professional way and set an example for others to follow Ensure that others have a working understanding of the legislation and policy framework within which they operate Promote a culture of integrity and professionalism within the organisation and in dealings external to government Monitor ethical practices, standards and systems and reinforce their use Act on reported breaches of rules, policies and guidelines

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> Act as a professional role model for colleagues, set high personal goals and take pride in their achievement Actively seek, reflect and act on feedback on own performance Translate negative feedback into an opportunity to improve Maintain a high level of personal motivation Take the initiative and act in a decisive way
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> Present with credibility, engage varied audiences and test levels of understanding Translate technical and complex information concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Actively listen and encourage others to contribute inputs Adjust style and approach to optimise outcomes Write fluently and persuasively in a range of styles and formats
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> Build a culture of respect and understanding across the organisation Recognise outcomes which resulted from effective collaboration between teams Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Results Think and solve problems	Advanced	<ul style="list-style-type: none"> Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues Work through issues, weigh up alternatives and identify the most effective solutions Take account of the wider business context when consideration options to resolve issues Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements Implement systems and processes that underpin high quality research and analysis
Results Demonstrate accountability	Advanced	<ul style="list-style-type: none"> Design and develop systems to establish and measure accountabilities Ensure accountabilities are exercised in line with government and business goals Exercise due diligence to ensure work health and safety risks are addressed Oversee quality assurance practices

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Model the highest standards of financial probity, demonstrating respect for public monies and other resources• Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks• Incorporate sound risk management principles and strategies into business planning•
Business Enablers Project Management	Adept	<ul style="list-style-type: none">•
People Management Manage and Develop People	Advanced	<ul style="list-style-type: none">•