

Role Description

BreastScreen NSW

Portfolio Coordinator (Quality & Accreditation)



Cluster	NSW Health
Agency	Cancer Institute NSW
Division	Screening and Prevention
Location	Australian Technology Park
Classification/Grade/Band	Health Manager Level 3
Kind of Employment	Temporary Fixed Term Contract (up to April 2020)
ANZSCO Code	511112
Role Number	691201
PCAT Code	1119192
Date of Approval	April 2019
Agency Website	www.cancer.nsw.gov.au

Overview

The Cancer Institute NSW is Australia's first statewide cancer control agency, established to lessen the impact of cancer in NSW. The Institute supports and promotes best practice; working to ensure people across the state, no matter where they live, are provided the same high quality treatment and care that is vital to optimising the outcomes and quality of life for people diagnosed with cancer.

Driven by the purpose and objectives of the NSW Cancer Plan, the Institute continuously works to:

- reduce the incidence of cancer
- increase the survival rate for people with cancer
- improve the quality of life of people living with cancer
- provide a source of expertise on cancer control for the government, health service providers, medical researchers and the general community

The Division of Cancer Screening and Prevention works to reduce the incidence of cancer and improve the survival of people with cancer through:

- management and funding for the three population-based cancer screening programs (bowel, breast and cervical);
- the co-ordination of cancer screening and smoking cessation services for the people of NSW;
- the implementation of social marketing campaigns which aim to modify the behavior of the community to increase participation in the cancer screening programs; and reduce the risk of developing cancer; and
- providing advice and contributing to policy development and implementation.

The BreastScreen NSW accreditation team works collaboratively with Screen and Assessment Services (SAS's) to improve the quality and timeliness of SAS accreditation reporting, co-ordinate accreditation activities and assist in the development of quality improvement plans for high priority issues. As part of this team, you will offer support and expertise to SAS management in the areas of monitoring and evaluation, training and education and guidance regarding state policies and resources. You will be familiar with recent changes to the National Accreditation Standards and accreditation management/governance processes.

Primary purpose of the role

Advise and support the Breast Cancer Screening and Assessment Services (SAS's) and the State Co-ordination unit (SCU) on the requirements to maintain accreditation and compliance with BreastScreen Australia's National Accreditation Standards and support achievement of NSW Cancer Plan objectives and provide expert advice on the BreastScreen quality management system.

Key accountabilities

- Provide expert advice to the SAS's in relation to accreditation processes to ensure accurate documentation and supporting information is submitted.
- Identify key issues with accreditation audit reports and provide guidance to SAS's to develop action plans to address issues.
- Prepare submissions and reports on SAS compliance with regulatory and accreditation standards for the State Quality Committee and the National Quality Management Committee.
- Contribute to the development, implementation and monitoring of the State Accreditation Plan by conducting stakeholder consultations, scoping resources, and identifying reporting requirements.
- Provide expert advice and high level secretariat support to the State Quality Working Groups and BreastScreen NSW Committees.
- Support BreastScreen NSW quality improvement initiatives to ensure the successful delivery of program objectives.
- Conduct onsite assessments of mammography facilities to ensure compliance with National Accreditation Standards and the State Quality Plan.
- Provide expert advice and oversight of the program's quality improvement activities and ensure that appropriate governance arrangements for these are in place
- Implement a quality assurance framework to ensure that quality is monitored effectively, and issues are escalated appropriately.

Key challenges

- Supporting diverse stakeholders and prioritising tasks to meet competing demands during peak periods, given the cyclical nature of the accreditation process.
- Managing con-current projects, given the high pressure, high volume work environment and requirement to deliver projects within tight deadlines.

Key relationships

Who	Why
Internal	
BreastScreen NSW Operations Manager	Receive guidance; provide updates on key accreditation projects, issues and priorities
Portfolio Co-ordinator (Operations)	Provide guidance and direction on BreastScreen accreditation matters
Portfolio Manager (Relationships)	Collaborate on relationship and marketing issues
Portfolio Co-ordinator (Social Marketing and Campaigns)	Collaborate on marketing and recruitment issues
Data Monitoring and Reporting Team	Collaborate on accreditation issues
State Quality Committee	Assist the Operations Manager to present submissions and reports
External	
BreastScreen NSW SAS Directors/Operations Managers	Exchange information; provide updates regarding accreditation standards, procedures and scheduling
Accreditation Staff and Committees (e.g. NQMC); National Surveyor	Assist the Operations Manager to present submissions and reports

Role dimensions

Decision making

- Responsible for decisions relating to work priorities and workload management; the content of advice and information provided; and the completion of projects within the agreed project plan.
- Exercises discretion in referring decisions that substantially alter the outcomes, timeframe or funding requirements of individual projects; that relate to major policy issues or conflicts arising in the course of project and representational duties; or other high risk issues to the BreastScreen NSW Operations Manager.

Reporting line

The BreastScreen NSW Portfolio Coordinator (Accreditation) reports to the BreastScreen NSW Operations Manager

Direct reports

The BreastScreen NSW Portfolio Coordinator (Accreditation) has 0 direct reports

Budget/Expenditure

N/A

Essential requirements

- Demonstrated experience implementing accreditation standards, or similar, and knowledge of the National Accreditation Standards.
- Tertiary qualifications in an appropriate discipline or demonstrated, relevant equivalent professional experience.

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	Adept
	Act with Integrity	Advanced
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept

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"> • Model the highest standards of ethical behaviour and reinforce them in others • 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
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Influence and Negotiate	Intermediate	<ul style="list-style-type: none"> • Utilise facts, knowledge and experience to support recommendations • Work towards positive and mutually satisfactory outcomes • Identify and resolve issues in discussion with other staff and stakeholders • Identify others' concerns and expectations • Respond constructively to conflict and disagreements • Keep discussion focused on the key issues
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects