

DISCIPLINE LEAD NURSING

BRANCH/UNIT	Student Experience Group		
TEAM	South Region		
LOCATION	Negotiable		
CLASSIFICATION/GRADE/BAND	Chief Education Officer		
POSITION NO.	TBA		
ANZSCO CODE	134412	PCAT CODE	2229192
TAFE Website	www.tafensw.edu.au		

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Discipline Lead Nursing is responsible for the coordination of the TAFE NSW compliance with the Enrolled Nurse Accreditation Standards as determined by the Australian Nursing and Midwifery Accreditation Council (ANMAC). The Discipline Lead Nursing is also responsible for academic oversight of the Diploma of Nursing at TAFE NSW, promoting high-quality learning and teaching scholarship and ongoing evaluation across all learning settings.

3. KEY ACCOUNTABILITIES

1. Provide operational advice and high-level support to the 'Line Manager' to ensure TAFE NSW Diploma of Nursing Accreditation requirements are fulfilled.
2. Deliver expert advice to key internal stakeholders on course accreditation, staff capability requirements and scholarly practice required under the Enrolled Nurse Accreditation Standards.
3. Ensure that the governance arrangements for the Diploma of Nursing are planned and responsive to requirements for ongoing compliance with the Enrolled Nurse Accreditation Standards.
4. Manage project-based reporting as required to various groups and committees including the Teaching and Learning Committee and Education Quality and Performance Committee to satisfy ongoing compliance with the Enrolled Nurse Accreditation Standards and Australian Nursing and Midwifery Accreditation Council (ANMAC) related reporting requirements.
5. Ensure state-wide quality assurance and risk management mechanisms are in place, paying particular attention to assessing and addressing risks to the program, its outcomes and students, with a primary focus on continually improving the quality of the learning and teaching experience for students and consistency across all sites.
6. Provide reports to key internal stakeholders to inform decision making and service improvements to satisfy the Enrolled Nurse Accreditation Standards and ANMAC reporting requirements.
7. Develop and implement systems to support the creation of supporting policy, procedure and processes that provide the basis for supporting adherence with the Enrolled Nurse Accreditation Standards.
8. Lead accreditation and reaccreditation processes in order to ensure ongoing compliance with vocational, educational and legislative requirements.
9. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
10. Place the customer at the centre of all decision making.
11. Work with the Line Manager to develop and review meaningful performance management and development plans.

4. KEY CHALLENGES

- Ensuring academic oversight across a wide geographical area from a central base and managing the expectations of numerous stakeholders with conflicting priorities and expectations
- Resolving complex and strategic challenges where precedent solutions are not always available.
- Fostering and promoting professional and consistent practices amidst a changing environment.
- Undertaking complex planning and coordination of activities in a state-wide operating environment.

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Regional General Manager South	<ul style="list-style-type: none"> • Receive leadership, advice and support.
Student Experience Group & Product Group	<ul style="list-style-type: none"> • Liaising and influencing to ensure ongoing compliance with the Enrolled Nurse Accreditation Standards.

Skills Excellence Network Sponsor	<ul style="list-style-type: none"> Receives leadership, advice and support.
External	
Australian Nursing and Midwifery Accreditation Council (ANMAC)	<ul style="list-style-type: none"> To ensure ongoing compliance with the Enrolled Nurse Accreditation Standards.

6. POSITION DIMENSIONS

Reporting Line: Regional General Manager South

Direct Reports: Nil

Indirect Reports: UP to 30

Financial delegation: TBA

Budget/Expenditure: TBA

Decision Making:

- Makes decisions on complex and sensitive issues through the detailed analysis of alternative courses of action and their implications on achieving organisational objectives and strategies.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

7. ESSENTIAL REQUIREMENTS

- Degree qualification in related field or equivalent significant experience.
- Industry currency and current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a registered nurse with no restrictions, notations or conditions.
- Demonstrated knowledge of the Enrolled Nurse Accreditation Standards and evidence requirements combined with demonstrated leadership ability to inform and influence ongoing compliance with the Enrolled Nurse Accreditation Standards.
- Proven record of success and demonstrated ability to actively and independently engage with internal and external stakeholders to influence and negotiate optimum outcomes.
- Ability to address and meet focus capabilities as stated in the Position Description.





8. CAPABILITIES

NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
 Personal Attributes	Display Resilience and Courage	Advanced
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity and Inclusion	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Deliver Results	Adept
	Plan And Prioritise	Advanced
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Advanced

FOCUS CAPABILITIES

The focus capabilities for the Discipline Lead Nursing 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 position's key accountabilities.

NSW Public Sector Focus Capabilities

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes		
Display Resilience and Courage	Advanced	<ul style="list-style-type: none"> Remain composed and calm and act constructively in highly pressured and unpredictable environments. Give frank, honest advice in response to strong contrary views. Accept criticism of own ideas and respond in a thoughtful and considered way. Welcome new challenges and persist in raising and working through novel and difficult issues. Develop effective strategies and show decisiveness in dealing with emotionally charged situations and difficult or controversial issues.
Personal Attributes		
Manage Self	Adept	<ul style="list-style-type: none"> Keep up to date with relevant contemporary knowledge and practices. Look for and take advantage of opportunities to learn new skills and develop strengths. Show commitment to achieving challenging goals. Examine and reflect on own performance. Seek and respond positively to constructive feedback and guidance. Demonstrate and maintain a high level of personal motivation.
Relationships		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> Recognise outcomes achieved through effective collaboration between teams.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government. Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions. Network extensively across government and organisations to increase collaboration. Encourage others to use appropriate collaboration approaches and tools, including digital technologies.
Relationships Influence and Negotiate	Advanced	<ul style="list-style-type: none"> Influence others with a fair and considered approach and present persuasive counter-arguments. Work towards mutually beneficial 'win-win' outcomes. Show sensitivity and understanding in resolving acute and complex conflicts and differences. Identify key stakeholders and gain their support in advance. Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise. Anticipate and minimise conflict within the organisation and with external stakeholders.
Results Plan and Prioritise	Advanced	<ul style="list-style-type: none"> Understand the links between the business unit, organisation and the whole-of-government agenda. Ensure business plan goals are clear and appropriate and include contingency provisions. Monitor the progress of initiatives and make necessary adjustments. Anticipate and assess the impact of changes, including government policy and economic conditions, on business plans and initiatives and respond appropriately. Consider the implications of a wide range of complex issues and shift business priorities when necessary. Undertake planning to help the organisation transition through change initiatives, and evaluate progress and outcomes to inform future planning.
Results Demonstrate Accountability	Adept	<ul style="list-style-type: none"> Assess work outcomes and identify and share learnings to inform future actions. Ensure that own actions and those of others are focused on achieving organisational outcomes. Exercise delegations responsibly. Understand and apply high standards of financial probity with public monies and other resources. Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety. Conduct and report on quality control audits. Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers		
Project Management	Advanced	<ul style="list-style-type: none"> • Prepare and review project scope and business cases for projects with multiple interdependencies. • Access key subject-matter experts' knowledge to inform project plans and directions. • Design and implement effective stakeholder engagement and communications strategies for all project stages. • Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning. • Develop effective strategies to remedy variances from project plans and minimise impact. • Manage transitions between project stages and ensure that changes are consistent with organisational goals. • Participate in governance processes such as project steering groups.