Role Description
Nurse Educator

Cluster	NSW Health
Agency	Ministry of Health
Division/Branch/Unit	Health Professional Councils Authority (administrative unit of HAC) Health System Support
Location	Sydney
Classification/Grade/Band	Nurse Educator Grade 3
Role Number	681011
ANZSCO Code	254211
PCAT Code	2331143
Date of Approval	July 2018
Agency Website	www.health.nsw.gov.au

Agency overview

The Health Professional Councils Authority (HPCA) is an administrative body of the Health Administration Corporation and is an executive agency of the Ministry for Health. The HPCA provides regulatory services and the administrative and functional support to each of the 14 New South Wales Health Professional Councils, in their primary role to protect the public. The HPCA is a rewarding organisation offering cultural diversity and flexible working conditions whilst continually promoting NSW Health CORE values.

For more information go to www.health.nsw.gov.au and www.hpca.nsw.gov.au.

Primary purpose of the role

The Nurse Educator provides specialist advice, develops resources and manages projects to help the Council manage performance and conduct matters for registered nurses and midwives. The Nurse Educator works with the Council's performance assessors to ensure they have the knowledge and expertise to conduct performance assessments in both simulated and clinical settings.

The Nurse Educator also works with the Council's committees, performance review panels and other HPCA staff to recommend performance assessment, remedial and learning activities to improve the performance of individual nurses or midwives.

Key accountabilities

- Lead the development, coordination, implementation and evaluation of performance assessment for regulatory purposes consistent with the *Health Practitioner Regulation National Law (NSW)*, national guidelines for assessment, and professional standards
- Ensure that performance assessors are appropriately selected and competent to conduct and report on high quality, reliable and valid performance assessments. Provide ongoing training and development of performance assessors
- Provide timely, expert advice as needed on the standards of practice and performance assessments of registered nurses and midwives
- Prepare reports and complex correspondence about professional educational standards and expected levels of competence of nurses and midwives, including ensuring the quality and consistency of performance assessment reports submitted by performance assessors

- Prepare tailored assessment, teaching and learning resources for use by assessors and practitioners in performance assessment programs
- Undertake research projects about current and emerging professional development issues to inform strategy and policy
- Conduct audits of performance assessment processes to assist with the continuing quality assurance and risk management.

Key challenges
- Managing multiple projects and activities and the need to produce high quality outcomes and deliverables within an environment where there are numerous competing priorities, statutory deadlines and limited resources and operational support
- Managing high volume of complex matters requiring professional advice within set timeframes.

Key relationships

Who	Why
Internal	
Directors, Assistant Directors, Executive Officer/s and Key Staff at HPCA	• Provide and seek advice and information in regard to professional conduct and related matters; maintain collaborative relationships
External	
Members of the Nursing and Midwifery Council	• Consult, provide and seek advice; maintain collaborative relationships; oversee professional support
Performance Assessors, Council and panel members appointed to sit on Performance Review Panels Impaired Registrants Panels, Professional Standards Committees, Tribunals and other inquiries held by the Council	• Consult, provide and seek advice in respect to matters referred for assessment and review; maintain collaborative relationships
Australian Health Practitioner Regulation Agency, Health Care Complaints Commission, President and members of the State Nursing and Midwifery Board, the Australian Nursing and Midwifery Board	• Consult, provide and seek advice in respect to matters referred for assessment and review; maintain collaborative relationships
Professional forums	• Represent the Council, develop and deliver stakeholder education, facilitate optimal engagement and contribution
Key Stakeholders/members of the public – Complainants, public and private health services	• Provide advice, support and information
Health practitioners, students, associations, indemnifiers, and legal representatives	• Provide advice, support and information
NSW Government agencies with a focus on public sector governance and health professional issues (e.g. NSW Health, the Audit Office, the Ombudsman's Office, ICAC, Crown Solicitors office)	• Consult, provide and seek advice; maintain collaborative relationships

Role dimensions
Decision making
The Nurse Educator is expected to operate with a high level of autonomy in all aspects of the role, and is fully accountable for the quality, accuracy and integrity of the advice provided to the Professional Officer Performance, Executive Officer, the Council, Council's assessors, panels, committees and other stakeholders.

Decisions which can be made by the role include:
- Day to day decisions relating to work priorities and workload management

- Determining the best way to consult and liaise with stakeholders
- Determining the content of discussions papers and reports and complex correspondence
- Decisions according to delegated authority.

The role makes recommendations to the Executive Officer, Committees and Panels of the Council on:
- Planning, implementation and evaluation of projects and cases.

Decisions which are to be referred to Executive Officer:
- Matters where the course of action is not clear or may cause conflicts
- Major policy issues or conflicts arising in the course of work undertaken
- All matters which require a higher delegated authority
- Matters requiring submission to the HPCA management, the Minister's Office, the Ministry of Health
- Approval of reports and papers for public distribution or internal documents which may be sensitive in nature
- Matters where the officer lacks experience or knowledge
- Changes to work processes which may change the roles and responsibilities of other staff members
- Decisions in regard to complex issues that are not clearly defined in policy
- Decisions where interpretation of legislation and policy is not clear.

Reporting line
Professional Officer – Performance Program

Direct reports
Nil

Budget/Expenditure
Nil

Essential requirements
- Current registration as a Registered Nurse or Midwife with the Nursing & Midwifery Board of Australia
- Recent experience in the development of nursing / midwifery practice
- Post registration clinical or education qualification relevant to the position
- Demonstrated effective leadership skills
- Demonstrated ability to develop, coordinate, deliver and evaluate education and training programs, and assess professional performance in the clinical and simulation setting
- Demonstrated understanding of contemporary adult learning principles

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
The full list of capabilities and the level required for this role are set out below. The focus capabilities appear in bold. 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	**Adept**
	Manage Self	Adept
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Advanced**
	Commit to Customer Service	Adept
	Work Collaboratively	**Adept**
	Influence and Negotiate	Adept
Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	**Advanced**
	Demonstrate Accountability	Adept
Business Enablers	Finance	Intermediate
	Technology	**Adept**
	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	Adept	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Communicate Effectively	Advanced	• 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	Adept	• Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units

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Group and Capability	Level	Behavioural Indicators
		• Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Think and Solve Problems	Advanced	• 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 considering 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
Business Enablers Project Management	Adept	• 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
Technology	Adept	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business Support compliance with the records, information and knowledge management requirements of the organisation