

POSITION DESCRIPTION

POSITION TITLE	Assistant Director of Nursing
DEPARTMENT	Clinical Division
REPORTS TO	Director of Clinical Operations
DIRECT REPORTS	Residential Care Manager Acute Services Manager District Nursing Clinical Service Business Support Coordinator
AWARD	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024- 2028
CLASSIFICATION	ZB7/NM5D
DATE OF CREATION/AMENDMENT	March 2025
CREATED/AMENDED BY	Director People and Culture & Director of Clinical Operations

“Caring for Our Community”

POSITION OBJECTIVES

The role of the Assistant Director of Nursing is to support the provision of senior leadership and management within the Clinical Services division ensuring the day-to-day management and application of best practice across acute, district nursing and aged care, enabling person centred care in a safe, high quality service environment.

This position will work closely with the Director of Clinical Operations to ensure clinical services reflect contemporary ‘best practice’ and includes undertaking service planning and building capacity within the nursing team to manage service growth and development.

RESPONSIBILITIES & PERFORMANCE INDICATORS

Leadership:

- Provide professional leadership for clinical services ensuring appropriate standards of care are maintained and continually improved.
- Role model and lead a culture of accountability, excellence and responsibility based on REDHS Values
- Lead and motivate staff to be leaders in providing a positive consumer experience
- Support the development, implementation and evaluation of functional and operational business plans in alignment with the overall strategic plan to ensure a quality customer focus in service delivery

Operational Management:

- Proactively provide operational leadership and consultation to Acute, District and Aged Care nursing services
- Work collaboratively with Nurse Unit Managers, the Executive, Managers and Team Leaders to ensure a safe and effective, person centered approach to service delivery
- Responsible for supporting performance against allocated daily operations, clinical indicators and any other key performance indicators that apply from time to time with regular monitoring and reporting completed
- Monitor and report key performance metrics for nursing services in collaboration with the Business Support Coordinator
- Lead the ‘budget build’ process for Acute, District Nursing and Aged Care services annually, supporting NUM’s to develop service-based budgets and staffing profiles.

- Work closely with the Assistant Director of Quality and Innovation to use data to support decision making and new ways of working to improve care delivery
- Evaluate financial and activity performance of each service and ensure that key clinical and operational expectations are supported
- Develop and maintain processes and systems, setting budgets, understanding commercial arrangements, as well as preparing monthly financial analysis and commentary which lead to service integration and improved patient outcomes
- Monitor, manage and report operational performance in relation to budget and activity
- Implement efficient and effective channels of communication between consumers, staff, volunteers and community
- Make informed decisions confidently and solve problems fairly, consistently and effectively in a consultative manner
- Lead specific projects as directed by the Director of Clinical Operations or the Chief Quality and Innovation Officer
- Deputise at local and regional meetings including board sub committees and board level meetings as requested
- Participate in the Executive on-call roster
- Duties as delegated by the Director of Clinical Operations

People and Culture Management:

- Promote a culture that empowers and motivates staff to increase skills and knowledge to achieve REDHS objectives understanding they are accountable and responsible for care
- Support the development and implementation of strategies that focus on promoting staff health and wellbeing
- Liaise with the Clinical Educator to ensure staff education and training programs, student placement programs are developed, implemented and reported for the Acute and Aged Care services
- Monitor and manage staff performance against agreed KPI's and ensure succession plans are developed for all critical positions/services
- Ensure Personal Development and Review Plans are completed as scheduled within appointed areas of responsibility
- Participate and provide leadership support in the recruitment, development, performance and absence management of staff in conjunction with service managers
- Meet with line reports on a one to one basis, ensuring that within the individual's portfolio they are meeting the organisations objectives
- Establish and maintain a sound working knowledge of relevant enterprise agreements, legislative requirements and health industry developments

Personal / Professional Development:

- Maintain current knowledge and skill base relevant to work
- Conduct work professionally in accordance with the Australian Nursing and Midwifery Council (ANMC) Code of Professional Conduct for Nurses and the ANMC Code of Ethics for Nurses and common law
- Participate actively in REDHS performance review process
- Participate in mandatory education as it relates to the specific role and responsibilities

Consumer Service:

- Operationalise consumer engagement and service excellence across REDHS
- Ensure consumers are engaged in all aspects of service planning, delivery and evaluation
- Promote good interpersonal relationships with consumers
- Undertake work so as to maximise opportunities to improve access and cultural sensitivity to special needs groups

Professional Conduct:

- Comply with REDHS Code of Conduct and other organisational policies and procedures
- Demonstrate respectful and professional attitude, adhering to high ethical standards
- Work collaboratively and communicate effectively with all staff at REDHS
- Maintain confidentiality of information
- Ensure timely and accurate output of service delivery
- Participate in meetings and prepare reports as directed/required

Continuous Quality Improvement:

- Ensure systems and processes are in place that support ongoing compliance with accreditation under the National Standards for Quality Health Services and Aged Care
- Investigate adverse events, reported incidents and complaints ensuring that strategies to address identified risks are implemented
- Monitor and ensure legislated reporting requirements are met

QUALIFICATIONS / SKILLS**Essential:**

- APHRA Registration as a Registered Nurse
- Leadership experience across a range of health service delivery areas
- Operational knowledge of health services and aged care operations and an understanding of legislative compliance and performance measures that are required to comply with funding agreements
- Demonstrated ability to work within a team environment fostering a positive culture from executive to frontline, meeting both individual and corporate accountabilities
- Demonstrated ability to monitor, analyse and report on program performance correlated to legislative requirements and strategic directions
- Demonstrated capacity to supervise managers within a values-based accountability and responsibility framework
- Demonstrated knowledge of quality, safety and risk management standards and systems that apply to the planning, delivery and evaluation of a range of health service areas

Desirable

- Relevant Post Graduate clinical or management qualifications.
- Knowledge of health service needs and demands in rural / regional settings
- Knowledge and experience with the Aged Care reporting and systems
- Membership of relevant professional organisations e.g. ACN, ACHSM

KEY SELECTION CRITERIA

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| KSC 1 | Demonstrated leadership experience in clinical services, including the ability to maintain and improve care standards while fostering a culture of accountability, excellence, and values-based behaviour. |
| KSC 2 | Demonstrated ability to lead people and culture effectively in a changing environment, fostering staff engagement, accountability, and adaptability. |
| KSC 3 | A strong person-centered focus |
| KSC 4 | Strong capability in leading multidisciplinary collaboration, working effectively with Nurse Unit Managers, executives, and team leaders to deliver safe, person-centred care across multiple services. |
| KSC 5 | Leading service improvement projects and innovation, including stakeholder engagement, change management, and achieving measurable outcomes. |
| KSC 6 | Sound knowledge and experience of process improvement strategies and the ability to prioritise, set goals and objectives and meet deadlines. |

KSC 7 Understanding of budget planning, monitoring and control, including knowledge of the relevant funding streams.

KSC 8 Demonstrated commitment to ongoing professional development.

NDIS WORKER SCREENING CHECK

This role has been identified as a “risk assessed role” under the NDIS (Practice Standards – Worker Screening) Rules 2018 and as such is subject to the provision of an NDIS Worker Screening Check prior to commencement. During their term of employment, all employees are required to notify REDHS via their manager if the NDIS Quality and Safeguards Commission issues:

- An interim bar;
- A suspension;
- An exclusion;
- The closure of an application for a worker screening clearance; or
- The revocation of a clearance.

OCCUPATIONAL HEALTH SAFETY & WELLBEING

All REDHS employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved policies and procedures that apply to their work.

All REDHS employees share responsibility for occupational health and safety (OH&S) with specific responsibilities and accountabilities allocated to positions with REDHS organisational structure.

All REDHS employees also have responsibility to the National Safety and Quality Standards (NSQHS) ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet their obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including dismissal.

Employees have a responsibility to comply with all relevant OH&S management system Policies, Procedures and programs. This includes REDHS Injury Management Policy and Procedure.

Specific employee responsibilities include:

- Looking after their own health and safety and of others in the workplace.
- Following safe work practices and using personal protective equipment as required.
- Participate in OH&S consultation and OH&S training initiatives.
- Report any accidents, incidents, injuries, ‘near miss incidents, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions.
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities.
- Don’t willfully interfere with or misuse anything provided in the interest of health and safety or willfully put anyone at risk.
- Perform only those tasks for which they have received appropriate training and instruction.
- Ensure that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace.
- Participate in emergency evacuation exercises.

To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices, or in any vehicle.

HEALTH SERVICE POLICIES AND PROCEDURES

It is every employee's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All REDHS policies and procedures can be accessed on the intranet site.

"THIS IS ME"

'This is Me' is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. 'This is Me' is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs utilising Montosorri actions. 'This is Me' is underpinned by a culture of collaboration and partnership and all staff of REDHS are required to adhere to these principles.

RISK MANAGEMENT

REDHS supports an Organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

PERFORMANCE REVIEW AND DEVELOPMENT

It is a condition of employment that employees participate in the Performance Review and Development program.

QUALITY IMPROVEMENT

Each employee has a responsibility to participate and commit to ongoing quality improvement activities.

EMPLOYMENT PRINCIPLES

REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit and employees are treated fairly and reasonably
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006

VALUES & BEHAVIOURS

Employees are required to comply with REDHS Values. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all employees will embrace the REDHS Values and demonstrate these in their daily work.

R	Reliability	Being trustworthy and performing consistently well
E	Engagement	Working collaboratively with people to address issues and create opportunities to bring about positive change
D	Diversity	Understanding that each individual is unique and respecting our individual differences
H	Hospitality	Receiving and treating all people in a warm, friendly, generous way
S	Sustainability	Meeting our current needs without compromising the ability of future generations to meet their needs

ADDITIONAL REQUIREMENTS

This position description is subject to review and amendment at any time, as appropriate and approved by the relevant Manager. Any such amendments will be made in consultation with the affected employee(s).

Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory Police Records Check, Working With Children Check and where required an NDIS Worker Screening Check prior to commencement.

Statements included in this Position Description are intended to reflect the general duties and responsibilities of this position and are not to be interpreted as being all inclusive.

An interim performance development and review discussion will occur with the employee's manager within three months from the commencement date and annually thereafter. Performance reviews are intended to be a positive discuss, outlining the key roles and responsibilities in the Position Description. The performance review discussion provides an opportunity to clarify the role, revise key performance activities and identify any objectives or goals for the year ahead.

ACCEPTANCE OF THE POSITION

I understand, agree to and accept the role as outlined in accordance with this position description.

Name		Date	
Signature			