

Director of Nursing – School Health Nurse Program

STATEMENT OF DUTIES

JULY 2019

Number	968881
Portfolio	Schools and Early Years
Branch	Student Support
Section/Unit/School	School Health Nurse Program
Supervisor	Director – Student Support
Award/Agreement	Nurses and Midwives (Tasmanian State Service) Award
Classification	Grade 8 Level 2
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time, 76 hours per fortnight, 52 weeks per year including 4 weeks annual leave. Duties may be undertaken on a part-time basis.
Location	Statewide

Context

The School Health Nurse Program provides a safe, equitable and easily accessible school-based health service to children and young people in Tasmania. The program is responsible for developing and implementing health promotion activities, in addition to clinical assessment, screening, short term support and early intervention activities in the school setting to improve the health and wellbeing of school communities and increase engagement and success in learning.

Primary Purpose

Within this context the Director of Nursing will be responsible for delivering school nursing support services through providing strategic leadership over all aspects of the state-wide School Health Nurse Program. The role will provide high-level specialist advice in the

delivery of the program and in accordance with relevant legislative, regulatory, and ethical frameworks, as well as state and national strategic direction.

Level of Responsibility/Direction and Supervision

The occupant is responsible for leading an effective and efficient, evidence-based School Health Nurse Program. Through the use of contemporary practice principles, the incumbent will deliver a consistent state-wide service and ensure the highest standards of nursing practice in accordance with the Department's legal and policy requirements.

The occupant will work to achieve agreed Agency financial and service delivery performance targets and lead ongoing policy and strategic developments in consultation with key stakeholders.

The occupant will receive broad operational direction from the Director of Student Support and is required to exercise extensive personal judgment and initiative in carrying out their duties.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

In the delivery of the department's activities, the occupant must ensure that:

- Within the occupant's area of organisational responsibility, appropriate strategies are in place to minimise the risk of fraud; and
- Decisions and actions are made ethically and with integrity, on the basis that such is lawful and reasonable, based on an objective standard; and
- Decisions and actions promote a culture that upholds the rights of children and young people, to keep them at the centre of the Department's work and protect them from harm.

Primary Duties

1. Strategically lead and manage all facets of the statewide School Health Nurse Program, providing clinical guidance, mentorship and oversight in accordance with best practice principles and a collaborative multidisciplinary framework.
2. Conduct in-depth research and evaluate global trends and governance frameworks to develop and implement innovative service solutions and delivery models.
3. Represent the Agency on various committees and boards, offering strategic healthcare and expert advice on matters that require a specialised input from DECYP.
4. Liaise with senior staff, school principals and the broader student support team, and develop and manage effective strategic partnerships with stakeholders in relation to School Health Nursing and contemporary health matters.
5. Assess program and operational effectiveness and recommend service delivery improvements including providing high-level reports, advice, and options for organisational policy in the provision of healthcare related educational adjustments.
6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
7. In accordance with the Work Health and Safety Act 2012 the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Comprehensive and contemporary understanding of, and experience in, leading a contemporary nursing service model, particularly in the educative setting.
2. Significant knowledge of School Health Nursing practice, together with an extensive knowledge and understanding of Primary Health Care practices.
3. Highly developed skills and experience in strategic and operational planning, which incorporates continuous quality improvement and nursing research.
4. Highly developed interpersonal skills, including oral and written communication, negotiation and conflict resolution skills, that result in the ability to develop and maintain networks and liaise with a broad range of stakeholders across DECYP and externally.
5. Proven ability to be adaptable and flexible to achieve results in an environment of change, ambiguity and pressure.

6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Registration with the Nursing and Midwifery Board of Australia

Desirable

- Current drivers' licence.
- Relevant post-graduate qualification.

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 103974 – Deputy Secretary Corporate Services/960249

Request:

Date Duties and Selection Criteria Last Reviewed: 06/14 VRH, 07/19 DRL, SW 5/25
