

# Role description

## Cairns and Hinterland Hospital and Health Service

### Role details

<b>Job ad reference</b>	CAH606741	<b>Classification</b>	Nurse Grade 12
<b>Role title</b>	Director of Nursing and Midwifery	<b>Contact name</b>	HardyGroup – Principal Consultant Janine Hammat
<b>Status (temp/perm)</b>	Permanent Full Time	<b>Contact number</b>	0488 555 858
<b>Directorate</b>	Chief Executive Services	<b>Contact email</b>	jhammat@hardygroupintl.com
<b>Hospital and Health Service</b>	Cairns and Hinterland Hospital and Health Service	<b>Closing date</b>	Wednesday, 18 December 2024
<b>Location</b>	Cairns	<b>Salary</b>	\$191 973 per annum (Total remuneration)

## Queensland Health's vision

*By 2026 Queenslanders will be among the healthiest people in the world.*

## Our vision

Excellence in healthcare, wellbeing, research and education in Far North Queensland.

## Our purpose

We work together, with our community, providing healthcare services to improve health and wellbeing in Far North Queensland.

More information on the strategic direction of Cairns and Hinterland Hospital and Health Service visit: [Cairns and Hinterland Hospital and Health Service Strategic Plan 2023-2027](#)

Please visit our website for additional information about Cairns and Hinterland Hospital and Health Service [www.health.qld.gov.au/cairns\\_hinterland](http://www.health.qld.gov.au/cairns_hinterland)



**Queensland**  
Government

## Our values

The staff and patients at Cairns and Hinterland Hospital and Health Service have helped develop a set of shared values that guide our behaviours and decision making in our workplaces. These values underpin our daily work, the strategies of our Health Service and help deliver Queensland Health's vision.



### COMPASSION

*At CHHHS, we demonstrate that we care about the challenges facing our patients and colleagues by taking time to walk in their shoes. Compassion is delivered with a warm hello, a smile, by genuinely listening and following through on concerns.*



### ACCOUNTABILITY

*At CHHHS, we value accountability at all levels as it builds trust in our organisation, our people and our services. When we live up to our responsibilities, we earn respect from the people and communities we have made a commitment to.*



### RESPECT

*At CHHHS, we value a respectful approach to our work and care as it builds strong relationships and trust. We encourage you to treat others as you'd like to be treated.*



### INTEGRITY

*At CHHHS, we rely on our integrity to guide us when the choice isn't an easy one to make. It ensures we are making decisions that are transparent, truthful and for the greater good of our patients, colleagues and communities.*

## Your employer— Cairns and Hinterland Hospital and Health Service

- The Cairns and Hinterland Hospital and Health Service strives to provide excellence in health care, wellbeing, research and education in Far North Queensland.
- The Health Service is the primary provider of health services to residents of the Cairns, Tablelands and Cassowary Coast regions with a population of over 250,000 people, as well as providing specialist services to the Torres Strait and Cape York region. Cairns Hospital is the primary referral hospital for Far North Queensland.
- We provide an extensive range of health services at more than 30 regional, rural and remote facilities across a geographical area of 142,900 square kilometres.
- The Health Service is 95 percent self-sufficient with only a small number of high-level acute services being provided in Townsville and Brisbane.
- Our staff are a part of the community we serve, and we strongly believe that health outcomes are enhanced by involving our community in the planning and evaluation of local health services.

## Your opportunity

The Director of Nursing and Midwifery is a key member of the Cairns Hospital Executive, responsible for the Nursing and Midwifery Service across the facility and providing shared responsibility for the leadership of all staff in the facility.

This position provides visible and accessible nursing and midwifery leadership promoting a positive workplace culture whilst ensuring the delivery of high quality and compassionate patient and family centred care.

The Director of Nursing and Midwifery is accountable for Nursing and Midwifery practice within Cairns Hospital, clinical and corporate governance, organisational and strategic management, service planning, development and management of efficient allocation and utilisation of nursing and midwifery workforce to assist in the delivery of high quality clinical services in collaboration with the multidisciplinary team and the procedure, practice and professional development of research is planned, delivered and evaluated

The Director of Nursing and Midwifery is the Service Director for the Patient Flow Unit and its constituent teams. The Nursing Director Access and Redesign reports to this position.\*

The Director of Nursing and Midwifery Cairns Hospital provides advice and strategic guidance to the Chief Operating Officer (COO) to promote the continuous improvement and delivery of services.

## Your role

- Fulfil the responsibilities of this role in accordance with CHHHS values as outlined above.
- Follow defined service quality standards, occupational health and work policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- Implement and monitor the organisation's quality standards, work health and safety policies, procedures and programs and provide clinical governance in the relevant work area.
- Provide effective leadership, governance, and operational management for Nursing and Midwifery Services at the facility ensuring policy, practice, professional development, and research are planned, delivered, and developed in line with CHHHS strategic priorities.
- Role model exemplary professional leadership acting as an advocate for patients/clients and staff and promote consumer involvement in care delivery.
- Model the values and strategic direction of the HHS, to ensure that Nursing and Midwifery Services provide a quality service with safe, efficient, and effective use of allocated resources to achieve continuous quality improvement within a quality framework.
- Provide expert advice on nursing and midwifery and health service delivery matters to the senior leadership at the facility and as part of the senior nursing resources of the HHS. To lead change for planning, analysing, redesigning, and monitoring initiatives.
- Support clinical service delivery including achievement of Department of Health activity targets.
- Provide strategic and operational leadership and advice on contemporary patient flow and access constructs which improve access to care across Cairns Services.\* Support the Nursing Director Patient Flow and Access with emerging issues which require prompt resolution, improving the community's timely access to care.
- Develop, implement, and monitor a Nursing and Midwifery workforce strategic plan that is aligned with the budget profile of the facility and the directions of the HHS. Facilitating changes to staffing and models of care to ensure innovative, effective, and efficient service delivery, including ensuring implementation and compliance of award requirements, general nursing workload staffing arrangements and staffing profiles.

- Develop and influence a culture that is aligned with the CHHHS values and promotes continuous learning, professional development, openness to critical reflection and change by facilitating educational opportunities for nursing and midwifery staff.
- Provide leadership as a resource person and role model on nursing and midwifery issues in the clinical setting & in professional relationships & act as a mentor to develop management potential in nursing and midwifery staff including reviewing, evaluating, and monitoring the performance management of nursing staff.
- Build and maintain relationships with internal and external stakeholders to ensure that Nursing and Midwifery Services within the facility are consistent across the HHS and commensurate with Department of Health Policy and Procedures.
- Participate and contribute to an executive leadership role and executive on call roster.
- Manage media relations related to local issues within a policy framework.
- This role reports operationally to the Chief Operating Officer and professionally to the Executive Director of Nursing and Midwifery Cairns & Hinterland Hospital and Health Services (CHHHS).

### Key Challenges

- Leading change across a demanding, busy and complex environment, where there are competing priorities whilst working to strict deadlines.
- Maintaining the use of FTE in conjunction with allocated resources and ensuring the provision of quality care to patients. Matching financial activity to performance targets and effective resource allocation.
- To contribute to an environment of constant change, to improving the ways in which nurses/midwives and other members of the health care team work together to provide treatment, care and support to individuals and carers.

\*Please note: there is a Business Case for Change Process commencing which may influence as an outcome the current state governance (as described in this role description) of the Patient Flow Unit.

## Mandatory qualifications/Professional registration/Other requirements

- Appointment to this position requires proof of qualification and/or registration with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/ manager, prior to the commencement of clinical duties. Current registration or eligibility to register as a nurse with the Nursing and Midwifery Board of Australia / Australian Health Practitioner Registration Authority (AHPRA) is mandatory.
- A post graduate qualification in management and/or leadership or working towards such a qualification would be desirable.
- Recent and extensive experience working in a regional or tertiary health service would be highly regarded.
- **Vaccine Preventable Diseases (VPD)** evidence as required for your employment in accordance with legislation/government policy and Directives.
- It is a condition of employment for the employee in this role to be, and remain, vaccinated against or non-susceptible to the following Vaccine Preventable Diseases (VPDs) during their employment: **Measles, Mumps, Rubella (MMR), Varicella (chicken pox) and Pertussis (whooping cough)**. *Existing staff engaged prior to 1 July 2016 (and have not had a break in service) are not subject to this new condition of employment unless they are moving from one Hospital and Health Service to another Hospital and Health Service within Queensland). Existing staff that have previously submitted this evidence since 1 July 2016 will not be required to resubmit.*

- It is a condition of employment for the employee in this role to be vaccinated against or not susceptible to **Hepatitis B**. Proof of vaccination or non-susceptibility is a condition of employment for all staff (new and existing) who have direct contact with patients or who in the course of their work may be exposed to blood/body fluids or contaminated sharps.
  - It is strongly recommended that you complete the **VPD Evidence Form** and prepare your documents prior to meeting with the selection panel; however, you will only be required to supply the evidence if you are the preferred applicant. If you are the preferred applicant, your application for employment will not be successful unless you comply with this Queensland Health policy. Further information and Evidence Forms can be found at <https://www.health.qld.gov.au/employment/work-for-us/dept-of-health/pre-employment/vaccinations/providing-evidence>
  - A [Tuberculosis risk assessment form](#) is to be completed prior to commencement.

## How you will be assessed?

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

- Extensive recent nursing management experience with experience in leading staff and managing services in the relevant setting, supported by a relevant tertiary management qualification and/or work experience.
- Proven ability to ensure the human, physical, and financial resources of the service/facility are managed to provide safe, compassionate, quality care that is culturally responsive.
- Extensive leadership using contemporary change management methodologies and an understanding of current issues impacting on the nursing profession.
- Extensive experience in strategic workforce planning, including proven ability to implement contemporary workforce models that adapt to changing models of service delivery.
- Demonstrated excellent communication and interpersonal skills including the ability to consult, liaise and negotiate with all levels of staff, patients, and external agencies to achieve the desired organisational and professional outcomes.
- Demonstrated well developed conceptual, analytical, problem solving and planning skills, with the ability to apply these to support Nursing and Midwifery and health service strategic directions.
- Comprehensive knowledge of professional and practice issues surrounding Nursing and Midwifery clinical practice.
- Demonstrated experience in managing complex HR and industrial matters including high level communication and negotiation skills.

## How to apply

The closing date for applications is Wednesday, 18 December 2024.

The reference number to include in your application is H24\_4972

**For a confidential discussion, please contact Principal Consultant:**

**Janine Hammat**

M. +61 (0) 488 555 858

E. [jhammat@hardygroupintl.com](mailto:jhammat@hardygroupintl.com)

Please submit your application via the HG website: [Here](#)

(<https://www.hardygroupintl.com/job/director-of-nursing-and-midwifery>)

**Note:** Please use the online platform to submit your application. It will not be accepted via email.

If you require assistance in submitting your application online, please contact Senior Executive Search Coordinator, Natasha Tirado: [ntirado@hardygroupintl.com](mailto:ntirado@hardygroupintl.com) / +61 0468 301 310.

*It is standard practice for HardyGroup to acknowledge receipt of your application no later than the next business day. We request that if you do not receive the acknowledgement, you contact the search coordinator listed above as soon as possible after the 24-hour business period to resend your application if necessary.*

## Your application

Please provide the following information to the panel to assess your suitability:

- Cover letter addressed to the Principal Consultant;
- A written response addressing the key selection criteria, found on **page 5**; and
- An up to date copy of your Curriculum Vitae including the names and contact details of two referees.
- Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor.

## How to apply

- Queensland Health encourages applicants to apply on-line for our vacancies through [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)
- To do this, access the 'apply online' facility on the Smartjobs and careers website.
- Online applications have special requirements:
- You need to create a 'My SmartJob' account before submitting your online application. Details are available through the Queensland Government SmartJobs and Careers website at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au);
- You can 'save and submit later', allowing you to organise your attachments for submission at a later time, but before the closing date of applications.
- By applying online, you can track your application through the process, maintain your personal details through registration and withdraw your application if required.
- Do not attach photographs, certificates, references or other large graphics to your application.
- Any documents attached to SmartJobs should be in Microsoft Word, or .jpg, .gif, .bmp, .png, .rtf, .txt, .doc or docx. Do not upload zipped files, pdf documents created through Microsoft Word 2007, tagged pdfs or protected documents.
- Late applications cannot be submitted via the SmartJobs website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the Recruitment Services team to arrange this.
- If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68).
- Hand delivered applications will not be accepted.

- All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.
- If you require any other assistance, please contact Recruitment Services on 07 4226 3752.

## Additional information

- Applications will remain current for 12 months.
- Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.
- Applicants are required to disclose any pre-existing illness or injury which may impact on their ability to perform the role as per [section 571 of the Workers' Compensation and Rehabilitation Act 2003](#).
- Under the [Public Sector Act 2022](#), applicants are required to disclose any previous serious discipline history taken against them.
- Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- All Queensland Health staff, who in the course of their duties formulate a reasonable suspicion that a child has suffered, is suffering, or is at unacceptable risk of suffering significant harm in their home/community environment and may not have a parent able and willing to protect the child from harm. have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- Some roles within Queensland Health are designated as 'Vaccination Preventable Disease (VPD) risk roles. A VPD risk role is a role in which the incumbent may be exposed to the risk of acquisition and/or transmission of a VPD. If you are applying for a role that has been designated as a VPD risk role you must be able to provide evidence that you either have been vaccinated against the VPD's listed in the role description; or you are not susceptible to the VPD's listed in the role description.

You will be asked by the recruiting manager to supply this evidence if you are the preferred candidate for the role. Any job offer would be subject to the supply of evidence related to VPD in addition to other required employment screening. The majority of our frontline clinical roles require at a minimum vaccination against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and Hepatitis B. The following tools will assist if you are required to provide evidence of VPD vaccination:

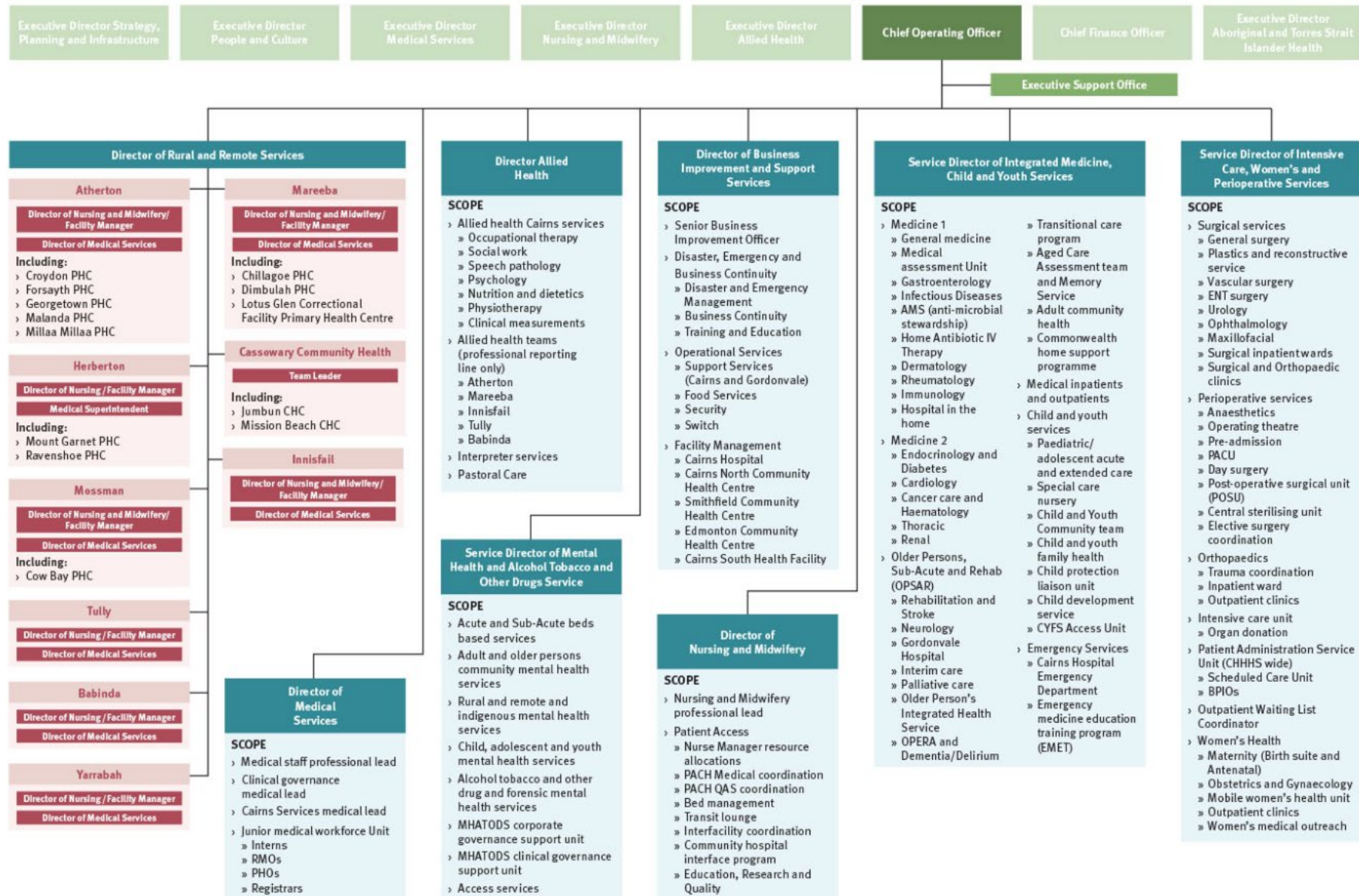
- VPD Evidence guide
- VPD evidence form – Doctor
- VPD evidence form – Self

Please head to our [Vaccinations Homepage](#) for more information on how to provide your evidence.

- Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at <https://www.qld.gov.au/gov/system/files/documents/lobbyist-disclosure-policy.pdf?v=1454302064>
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#).



# Organisational Chart





# Organisational Chart

