



**OFFICIAL**

HSS REGISTERED

# Executive Director Mental Health and Dental Services

## Position Details

Position number: 008226  
 Classification: Health Executive Service (HES) Grade C – Health Professional  
 Directorate: Mental Health and Dental Services – Executive

## Reporting Relationships

This position reports to:

000001	Chief Executive
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### Positions under direct supervision:

Director Dental Health Services	PSO Class 2	1.0 FTE
Director of Medical Services – Mental Health	AMA MP	0.5 FTE
Director of Nursing	SRN 10	1.0 FTE
Co-Director Inpatient Adult Mental Health	HSO G-12	1.0 FTE
Medical Co-Director Inpatient Adult Mental Health	AMA MP	0.5 FTE
Co-Director Mental Health Specialties	HSO G-12	1.0 FTE
Medical Co-Director Mental Health Specialties	AMA MP	0.5 FTE
Co-Director Community Mental Health	HSO G-12	1.0 FTE
Medical Co-Director Community Mental Health	AMA MP	1.0 FTE
Co-Director State Forensics	HSO G-12	1.0 FTE
Medical Co-Director Mental Health Forensics	AMA MP	0.5 FTE
Director Strategic Projects	HSO G-12	1.0 FTE
Director Allied Health	HSO G-10	1.0 FTE
Program Director	HSO G-10	1.0 FTE
Principal Consultant	HSO G-9	1.0 FTE
Coordinator Executive Services	HSO G-8	1.0 FTE

### Primary purpose of the role

Responsible for the delivery of high-quality health care services across mental health and dental health service areas including the delivery of clinical programs, coordination with other providers and the efficient and effective management of all resources. Contributes to decision making on whole-of-health issues as part of the North Metropolitan Health Service (NMHS) Executive and works collaboratively to ensure coordination of health services at a NMHS area level.



## Our values



### CARE (Kaaradjiny)

We show empathy, kindness and compassion to all.



### RESPECT (Ngargal-wirrn)

We are inclusive of others and treat everyone with courtesy and dignity.



### INNOVATION (Milka kaaditj)

We strive for excellence and are courageous when exploring possibilities for our future.



### TEAMWORK (Danjoo Yacker)

We work together as one team in a spirit of trust and cooperation.



### INTEGRITY (Karnadjil)

We are honest and accountable and deliver as promised.

## Our vision

To be a **transformative leader**, shaping the future of healthcare

## Strategic plan

Our enduring purpose  
Providing **excellent compassionate care**



### Our strategic objectives



Excellence in healthcare is at the heart of all we do.



Empower and collaborate with consumers, their carers and families.



Ensure our services are contemporary to meet the evolving needs of our community.



Value, engage and support our people.



Optimise allocation of our resources and minimise environmental impact.



Grow and amplify our innovation and research capabilities.



## About us

North Metropolitan Health Service (NMHS) is one of the largest health services in Western Australia, with three tertiary hospitals and two secondary hospitals, including:

- Sir Charles Gairdner Hospital
- King Edward Memorial Hospital
- Graylands Hospital
- Osborne Park Hospital
- Joondalup Health Campus.



Our highly skilled workforce includes more than 14,000 people dedicated to delivering sustainable, quality-health services.

We deliver a comprehensive range of adult specialist medical, surgical, mental health and obstetric services. Additionally, we offer a range of statewide and specialised multidisciplinary services from our hospital and clinic sites to people living across Western Australia, including:

- Dental Health Services
- Public Health
- State Forensics Mental Health Service
- BreastScreen WA
- Sexual Assault Resource Centre
- Cancer Network WA
- Genetic Health WA



Our medical research and education programs are well-renowned and support ongoing innovations in the treatment and care we provide. To support research, we collaborate with various partners to advance medical science and improve patient care.



## Key Accountabilities

### 1. Strategic Leadership and Accountability

- As a member of the NMHS Executive Team, contributes to making decisions on whole of health issues for the organisation, actively promotes, guides and facilitates the delivery of high-quality health services and actively leads and promotes organisational change.
- Provides leadership and direction to ensure the effective and efficient planning and delivery of mental health and dental health services in consultation with clinical directors and operational managers.
- Provides leadership on issues and standards associated with the delivery of mental health and dental health services across the NMHS and develops and implements policies, procedures and evaluates performance in relation to clinical standards and evidence-based patient care.
- Ensures the development and maintenance of Clinical Governance frameworks to ensure compliance with relevant statutory and legislative requirements pertaining to mental health and dental health services. Oversees the development, standardisation, implementation and evaluation of accreditation and credentialing processes and clinical standards and protocols as required.
- Responsible for primary care planning and coordination across the NMHS and for establishing/promoting collaboration between primary care providers (GPs, non-government providers and related services) and primary care provided through the health services.
- Advises, assists and monitors the mental health and dental health service workforce groups to meet service requirements, including managing the professional development and performance of the workforce to ensure high standards of service across the NMHS, including the development and delivery of appropriate education and training, and appropriate liaison with professional bodies.
- Provides strategic and specialist advice and recommendations to the Chief Executive in relation to mental health and dental health.
- Manages and is accountable for, budget allocation, activity targets and position establishment to meet required organisational outcomes and the alignment of resources to Mental Health and Dental Health service plans in an Activity Based Funding / Management (ABF/M) environment.

### 2. Communication and Consultation

- Undertakes liaison and coordination with various external stakeholder groups, including the Department of Health, other health service providers (HSPs), relevant government and non-government agencies, as well as the Chief Psychiatrist and the Mental Health Commission via the Chief Executive.
- Initiates and facilitates forums and discussion groups to discuss and resolve issues relating to the development and implementation of strategic and operational plans, policies and initiatives as these apply to mental health and dental health services within the NMHS.
- Establishes, develops and maintains strategic and working relationships with internal and external stakeholders to effectively liaise, consult and negotiate with relevant professional, industry and non-government groups.



### **3. Operational**

- Ensures research into policies of, and application of research across the NMHS comply with ethical guidelines for human research as set out by the National Health and Medical Research Council and other relevant agencies.
- Leads corporate and clinical governance including the development and implementation of systems to manage clinical information and records, quality and safety and clinical and operational risks.
- Responsible for the effective integration of clinical and non-clinical services to ensure the effective and efficient delivery of evidence-based patient care.

### **4. NMHS Values: *Care, Respect, Innovation, Teamwork, Integrity***

- Reflect the NMHS values in the way you work, behave and make decisions.

### **5. NMHS Governance, Safety and Quality Requirements**

- Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### **6. Undertakes other duties as directed.**



## Work-Related Requirements

The following criteria lists the capabilities and behaviours required to undertake this role and should be considered in the context of the NMHS Vision, Mission and Values.

### Essential Selection Criteria

Criteria	Skill
<b>Shapes and Manages Strategy</b>	<ul style="list-style-type: none"> <li>• Inspires a sense of purpose and action to achieve strategic direction.</li> <li>• Shows forward thinking, judgement, intelligence and common sense.</li> <li>• Directs policy development within a public policy environment.</li> <li>• Directs the implementation of operational reforms.</li> <li>• Harnesses information and opportunities.</li> </ul>
<b>Achieves Results and Operational Excellence</b>	<ul style="list-style-type: none"> <li>• Builds organisational skill and shapes culture.</li> <li>• Steers and implements change and deals with uncertainty.</li> <li>• Delivers intended results.</li> <li>• Ensures delivery of high-quality services.</li> <li>• Manages all resources in a constrained environment.</li> <li>• Demonstrates leadership in workforce and succession planning.</li> </ul>
<b>Builds Productive Relationships</b>	<ul style="list-style-type: none"> <li>• Nurtures internal and external relationships.</li> <li>• Facilitates cooperation and partnerships.</li> <li>• Values individual differences and diversity.</li> <li>• Guides, coaches and develops people.</li> </ul>
<b>Communicates and Influences Effectively</b>	<ul style="list-style-type: none"> <li>• Communicates clearly.</li> <li>• Listens, understands and adapts to audience.</li> <li>• Negotiates and advocates persuasively.</li> </ul>
<b>Exemplifies Personal Integrity and Self Awareness</b>	<ul style="list-style-type: none"> <li>• Demonstrates professionalism, probity and accountability</li> <li>• Ability to work within and promote the values of NMHS.</li> <li>• Exhibits personal commitment to customer service.</li> <li>• Engages with risk.</li> </ul>
<b>Role Specific</b>	<ul style="list-style-type: none"> <li>• Extensive leadership experience in a healthcare environment at a senior level.</li> <li>• Knowledge of Clinical Governance models and their implementation.</li> <li>• Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.</li> <li>• <u>If a Medical Practitioner:</u> eligibility for registration as a Medical Practitioner in Western Australia with relevant specialist medical qualifications or recognised equivalent.</li> </ul>

### Desirable Selection Criteria

1. Tertiary qualifications in a relevant clinical discipline and/or management.



## Appointment Prerequisites

Appointment is subject to:

- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

### Manager/Supervisor

Name:

HE:

Date:

### HR Nominee

Name:

HE:

Date:

### Position Occupant

Name:

Signature:

Date:

