

Position Description Attachment: Operations Director / Director of Nursing – Children's

Position Details

Position Title:	Operations Director / Director of Nursing Children's
Date:	June 2025
Division:	Surgery and Statewide Services
Reports to:	Divisional Director Surgery and Statewide Services – operational Chief Nursing and Midwifery Officer - professional
Site/s:	Monash Children's Hospital Casey Hospital Dandenong Hospital Monash Medical Centre
Required hours/days/shifts:	Mon – Fri business hours

Specific Position Dimensions and Relationships

Information specific to the Children's portfolio

Monash Children's Hospital is a network of paediatric healthcare services across three sites – our main campus in Clayton (co-located with Monash Medical Centre) and satellite sites at Dandenong and Casey Hospitals.

We have Victoria's largest Neonatal Intensive Care Unit (NICU) and provide leading paediatric services in rehabilitation, oncology, paediatric intensive care, and palliative care.

Monash Children's Hospital is also the Victorian Referral Centre for many low-volume and high-complex cases. Our services are linked to an adult service, allowing us to provide transition-of-care as children grow older and move to an adult service.

The Operations Director / Director of Nursing will partner with the Program Medical Director Children's and together be accountable for leading and managing the operations of the portfolio.

The specific accountabilities will include the delivery of agreed service profiles, financial performance within budget and ensuring the highest levels of quality and safety. The delivery of these will be supported by managing risk, patient safety and clinical governance within the Program and ensuring that effective systems are in place to support a high standard of practice. A significant focus of the role is delivering on child and family centered care.

This role will be integral in setting the behavioural framework and culture of the site and will be responsible for the effective management of employees and their development, supporting clinicians to identify opportunities for new services and changes in the way we provide services.

Functions, responsibilities and accountabilities of the Operations Director / Director of Nursing Children's in addition to those on the overarching Operations Director / Director of Nursing position description

The Operations Director / Director of Nursing Children's, is responsible for the following specialities and services within this portfolio:

- Emergency and Intensive Care
 - Paediatric Emergency Department

- Paediatric Intensive Care Unit
- Clinical Nurse Consultants
- Inpatient Units Operations
 - Aviary
 - Canopy
 - Forest
 - Lagoon
 - Reef
 - Casey Hospital Ward F
 - Dandenong Hospital Children's
- Ambulatory Operations
 - Monash Children's at Home
 - Early Parenting Centre
 - Child and family community services
 - Children's Wellbeing Local
 - Sleep Centre
 - Neuro Diagnosis
 - Diabetes Nurse Educators (DNE)
 - Victorian Forensic Paediatric Medical Service (VFPMS)
 - Clinical Trials
- Allied Health, Children's
- Customer Services and Admissions – Monash Children's Hospital

In addition to the responsibilities and accountabilities required of an Operations Director/Director of Nursing position description, the role will also be responsible for:

- Working in partnership with the Program Medical Director and Children's Leadership team to lead high performing Children's specialty units to provide safe and quality care with exemplary clinical outcomes and patient experience.
- Raising the profile of Monash Children's Services across Victoria to establish itself as a leading Paediatric Centre in Australia.

Specific key result areas of the Operations Director / Director of Nursing Children's in addition to those on the overarching Operations Director position description

Refer to overarching Operational Director / Director of Nursing position description for key selection criteria.

Specific key criteria for this position in addition to those on the overarching Operations Director / Director of Nursing position description

Refer to overarching Operational Director position description for key selection criteria.

Key Relationships:

Internal:

Direct Reports

- Operations Manager Emergency & Intensive Care – Children's
- Operations Manager Inpatient Units – Children's
- Operations Manager Ambulatory – Children's
- Director Paediatric Allied Health
- Monash Children's Hospital Customer Services and Admissions Team Leader

Other Internal Relationships

- Operations Director within the Surgery and Statewide Services Division and across all other Divisions
- Divisional Director Surgery and Statewide Services
- And as per the generic / overarching Operations Director position description relationships

External: not applicable.

Incumbent Statement

I have read, understand, and accept this Position Description Attachment and the generic Position Description.

Full Name: _____

Signature: _____ Date: _____