

Position Description Attachment: Operations Director / Director of Nursing – Kingston and Aged Care Services

Position Details

Position Title:	Operations Director / Director of Nursing - Kingston and Aged Care Services
Date:	June 2025
Division:	Medicine, Aged, Community and Mental Health
Reports to:	Divisional Director Medicine, Aged, Community and Mental Health – operational Chief Nursing and Midwifery Officer - professional
Site/s:	Kingston Centre
Required hours/days/shifts:	Mon – Fri business hours

Specific Position Dimensions and Relationships

Information specific to the Kingston and Aged Care Services portfolio

The Operations Director / Director of Nursing (DON) - Kingston and Aged Care Services will be accountable for leading and managing the operations of the Kingston Site Program and Aged Care Services (ACS) Program

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.

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.

The ACS portfolio provides comprehensive and personalised care to older individuals. Our ACS services encompass home care packages, community care, and residential care, all designed to support the independence and well-being of our clients.

Functions, responsibilities and accountabilities of the Operations Director / Director of Nursing Kingston and Aged Care Services in addition to those on the overarching Operations Director / Director of Nursing position description

The Operations Director / Director of Nursing Kingston and Aged Care Services, is responsible for the following specialities and services within this portfolio:

- Rehabilitation Kingston
 - North West 1
 - North West 2
 - South 4
 - Subacute Bed Access
- Aged Kingston
 - South 1
 - South 2
 - South 5
 - South 6

- Transition Care Program (TCP)
- Single Assessment System (SAS)
- Aged – Residential and Community
 - Moorleigh Hostel
 - Yarraman, Chestnut Gardens and Allambie Nursing Homes
 - Boollam Boollam Aged Care Centre
 - Community Support Options (CSO)

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

- Providing strategic and operational leadership at the Kingston site, ensuring delivery of high-quality, person-centred care across aged, rehabilitation, and residential services in line with Monash Health's values and standards.
- Foster a collaborative and compassionate care culture, building strong relationships with patients, carers, multidisciplinary teams, and external partners to enhance care outcomes and experience.
- Working under the direction of Divisional Director, this position requires the achievement of all performance targets within budget, provision of professional leadership and ensuring the provision of high-quality consumer outcomes.
- Compliance with Aged Care Quality and Safety standards and National Disability Insurance Scheme standards and reporting requirements. This position requires the achievement of all performance targets within budget, provision of professional leadership and ensuring the provision of high-quality consumer outcomes.
- Manage residential aged care funding and performance, including accurate Aged Care Funding Instrument (ACFI) or AN-ACC (Australian National Aged Care Classification) documentation, reporting, and optimisation to support financial sustainability and care outcomes

Specific key result areas of the Operations Director / Director of Nursing Kingston and Aged Care Services 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

- Meet the requirements to hold Key Personnel status with both the Aged Care and NDIS (National Disability Insurance Scheme) commissions
- Refer to overarching Operational Director position description for key selection criteria.

Key Relationships:

Internal:

Direct Reports

- Operations Manager Rehabilitation – Kingston
- Operations Manager Aged – Kingston
- Operations Manager Aged Care – Residential and Community

Other Internal Relationships

- Operations Director and Program Medical Directors within the Medicine, Aged, Community and Mental Health Division and across all other Divisions
- Divisional Director Medicine, Aged, Community and Mental Health
- Chief Nursing and Midwifery Officer
- 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: _____