

## Position Description Attachment: Operations Director / Director of Nursing – Moorabbin Hospital

### Position Details

<b>Position Title:</b>	Operations Director / Director of Nursing Moorabbin Hospital
<b>Date:</b>	June 2025
<b>Division:</b>	Hospitals and Clinics
<b>Reports to:</b>	Divisional Director Hospitals and Clinics – operational Chief Nursing and Midwifery Officer - professional
<b>Site/s:</b>	Moorabbin Hospital
<b>Required hours/days/shifts:</b>	Mon – Fri business hours

### Specific Position Dimensions and Relationships

#### Information specific to the Moorabbin Hospital portfolio

Moorabbin Hospital has become one of Victoria's leading medical and research facilities, building a tradition of high-quality care to its community. Moorabbin is home to Monash Cancer Centre a premier integrated cancer treatment centre, providing people of the southern Melbourne and beyond with access to treatment, care and support services in a single convenient location, provided in longstanding partnership with the renowned Peter MacCallum Cancer Centre. The Operations Director/Director of Nursing (DON) Moorabbin Hospital will be accountable for leading and managing the operation 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.

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 Moorabbin Hospital in addition to those on the overarching Operations Director / Director of Nursing position description

The Operations Director / Director of Nursing Moorabbin Hospital, is responsible for the following specialities and services within this portfolio:

- Ward 1
- Ward 2
- Surgical Ward
- Chemotherapy Day Unit (CDU)
- Southern Melbourne Integrated Cancer Service (SMICS)
- Operations Manager Moorabbin
  - Clinical Nurse Consultants (CNCs)
  - Manager Palliative Care Clinical Nurse Consultants

- Nurse Practitioners
- Nurse Liaison

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

- Lead high performing teams within Moorabbin Hospital to provide consistent, comprehensive, collaborative care for our local community.
- To provide comprehensive and effective operational leadership across all clinical teams at Moorabbin Hospital.
- Holds a strategic leadership portfolio aligned with a Program Medical Director, ensuring coordinated clinical and operational priorities across the service.

**Specific key result areas of the Operations Director / Director of Nursing Moorabbin Hospital 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**

- Nurse Manager Ward 1
- Nurse Manager Ward 2
- Nurse Manager Surgical
- Nurse Manager Chemotherapy Day Unit (CDU)
- Operations Manager Moorabbin Hospital

**Other Internal Relationships**

- Operations Director within the Hospitals and Clinics Division and across all other Divisions
- Divisional Director Hospitals and Clinics
- SMICS Program Director
- And as per the generic / overarching Operations Director position description relationships.

**External:**

- Peter MacCallum Cancer Centre

**Incumbent Statement**

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

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_