

POSITION DESCRIPTION – executives and senior managers

Position Title:	Director of Nursing and Midwifery <i>Site responsibility:</i> Dame Phyllis Frost Centre <i>Divisional partnership:</i> Custodial Health
Business Unit/Division:	Nursing and Midwifery Directorate
Classification:	RN65 (NM8D) - Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Reports To:	Executive Director, Nursing and Midwifery
Date Prepared/Updated:	9 January 2025

Position Purpose

The Director of Nursing and Midwifery will provide professional leadership and accountability for nursing and midwifery clinical standards, clinical practice, quality and safety requirements through appropriate nurse and midwifery staffing and skill mix, clinical competence, credentialing and evidence based standards of practice.

The Director of Nursing and Midwifery will have overall leadership accountability for achieving a person-centred care cultural change, management of professional nursing and midwifery issues, nursing and midwifery workforce planning, nursing and midwifery clinical standards and clinical risk and the co-ordination of activities to support the provision of clinical services across the portfolio.

The Director of Nursing - Custodial Health works closely with the Best Care Support & Governance Division and is a key lead in the coordination and oversight of the continuous quality assessment and improvement accreditation program for Custodial Health at Western Health against the Primary and Community Healthcare Standards.

The Director of Nursing and Midwifery provides strategic and operational advice to the Executive and Divisions on nursing and midwifery professional needs in line with the organisation's strategic priorities.

The Director of Nursing and Midwifery is based at and has designated senior nursing/midwifery site management responsibilities for the Dame Phyllis Frost Centre and is also the senior nursing and midwifery leader for the Custodial Health Division.

This role will work in collaboration and in partnership with the Director of Custodial Health to represent the Nursing & Midwifery Directorate and provide strategic assistance and advice on nursing and midwifery professional matters and provision of services, professional nursing and midwifery leadership and focused support to deliver and achieve the Division's strategic goals.

The Director of Nursing and Midwifery will contribute to providing quality health and well-being services for our consumers demonstrating proficient to expert behaviours across the five domains of leadership, research, evidence-based practice, education and clinical expertise as identified in the Western Health Nursing & Midwifery Professional Practice Framework.

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Business Unit Overview

The Nursing and Midwifery Directorate provides professional leadership to Western Health's nursing and midwifery workforce, supporting professional practice, ensuring high quality, innovative evidence-based nursing/midwifery care to Western Health care recipients. The directorate advances nursing and midwifery research and learning opportunities, supporting the application of innovative research-based approaches with a focus on translating research into nursing and midwifery practice. The Directorate has operational responsibility for the Best Care Governance & Support, Nursing & Midwifery Workforce Unit, Infection Prevention, Aboriginal Health, Consumer Partnerships, Diversity Equity & Inclusion, and a number of expert nurse consultants.

Western Health Values: **Compassion, Accountability, Respect, Excellence & Safety**

Western Health aspires to be a values-driven organisation and all employees are required to model the following values in their day to day tasks:

- Compassion – consistently acting with empathy and integrity
- Accountability – empowering our staff to serve our community
- Respect – for the rights, beliefs and choice of every individual
- Excellence – inspiring and motivating innovation and achievement
- Safety – working in an open, honest and safe environment

Western Health Focus: 'Best Care'

At Western Health we are committed to high quality, safe and person centred patient care. The Western Health framework for Quality, Safety and clinical governance describes a vision for 'Best Care' for all Western Health patients and consumers.

Key Accountabilities

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Direction 1: We partner with patients, consumers and families	<i>Our patients, consumers and families are actively involved in their care and connected to the right services.</i>
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	<i>To support the achievement of this Direction, all Executive and Senior Managers are required to ensure:</i>
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| | <ul style="list-style-type: none">• Directorates consistently engage with our patients, carers and community to learn about their needs• Employees consistently tailor care to suit all cultures, identities and abilities• Employees continue to empower patients prior to, during and after their care, so they can manage their condition, advance their recovery and feel supported in making decisions |
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	<i>In addition, the Director of Nursing & Midwifery is required to:</i>
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Leadership

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| | <ul style="list-style-type: none">• Ensure the National Safety and Quality Health Service Standards are met, leading and driving allocated portfolio based work and contributing to Nursing & Midwifery and Custodial Health Division initiatives to support the provision of Best Care to patients.• Ensure the engagement of consumers and patient representatives in projects and programs that provide clinical care to promote patient satisfaction and |
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	<p>patient centred care.</p> <ul style="list-style-type: none"> • Promote and act in a manner consistent with health equity and active engagement of patients and carers in the setting of care goals and care related decision. • Staff promote and act in a manner consistent with supporting a positive patient experience at all times <p> Research</p> <ul style="list-style-type: none"> • Support, promote and participate in nursing and midwifery-led research that supports patient/consumer engagement and positive experience and outcomes. <p> Evidence Based Practice</p> <ul style="list-style-type: none"> • Plan, implement and evaluate strategies, initiatives and systems to improve patient outcomes, in partnership with the Custodial Health Director and as a representative of the Nursing & Midwifery Executive • Effectively utilise nurse and midwife sensitive indicators and risk minimisation strategies to inform actions, priorities and advice. <p> Education</p> <ul style="list-style-type: none"> • Work collaboratively and in partnership with the Director of Education and Learning to ensure that the nursing and midwifery educational programs are focussed on consumer experience and outcomes. <p> Clinical expertise</p> <ul style="list-style-type: none"> • Promote and participate in multidisciplinary approaches to ensure Western Health reduces harm to patients via implementation of systems, processes and tools that are designed to optimise the nursing and midwifery care given to patients
<p>Direction 2: We care for our people</p>	<p><i>Our employees and volunteers are supported, engaged and equipped to embrace a dynamic future.</i></p> <p><i>To support the achievement of this Direction, all Executive and Senior Managers are required to ensure:</i></p> <ul style="list-style-type: none"> • Directorates support our people to be their best, by promoting a safe and inclusive workplace • Directorates foster a culture that empowers all, encourages innovation and respects wellbeing • Employees are equipped to continue their great work and embrace new opportunities <p><i>In addition, the Director of Nursing & Midwifery is required to:</i></p> <p> Leadership</p> <ul style="list-style-type: none"> • Ensure Western Health principles are embedded in strategic direction • Contribute to the development of strategic vision for nursing and midwifery aligned to Western Health’s priorities and participates in its implementation • Model, promote and facilitate practices that build a positive team culture • Provide professional direction for nursing and midwifery employees at

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	<p>Western Health through leadership, mentorship and advocacy</p> <p> Research</p> <ul style="list-style-type: none"> • Foster research and education within nursing and midwifery within the overall Western Health framework for these two activities • Integrate contemporary information and research evidence with knowledge and experience to support executive level decision making within area of clinical expertise. <p> Evidence Based Practice</p> <ul style="list-style-type: none"> • Develop nursing and midwifery workforce models that enable innovative and effective patient centred models of care • Actively contribute to the development, implementation, ongoing evaluation and promotion of the Western Health Nursing & Midwifery Workforce Plan. • Assist and collaborate with the Custodial Health Divisional Director relating to Workforce KPI targets • Participate and contribute to improvement of policies, procedures, protocols and standards and identify areas of improvement in nursing and midwifery practice • Ensure all change and innovation initiated within nursing and midwifery is driven by evidence <p> Education</p> <ul style="list-style-type: none"> • Participate in personal annual performance development planning and reviews to identify learning and development needs and progresses towards achievement <p> Clinical expertise</p> <ul style="list-style-type: none"> • Promotes teaching, education and research programs for nurses and midwives that contribute to the body of knowledge which supports expertise in health care delivery.
<p>Direction 3: We deliver services for the future</p>	<p><i>Our services are expanding within and beyond hospital walls, advancing high-quality and connected care. To meet the needs of our communities, we are expanding our services, locations and technology options.</i></p> <p><i>To support the achievement of this Direction, all Executive and Senior Managers are required to ensure:</i></p> <ul style="list-style-type: none"> • Directorates strengthen our profile with personalised care options within and beyond hospital walls • Employees provide equitable and timely access to our services, delivered in a socially responsible way • Employees provide a range of care options to give patients greater choice around how and when they receive care • Directorates enable digital services that are pro-active, smart, and inclusive ensuring more people can benefit irrespective of place <p><i>In addition, the Director of Nursing & Midwifery is required to:</i></p>

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Leadership

- Actively contribute as an effective member of the Nursing & Midwifery Executive, engaging in the Western Health nursing and midwifery governance arrangements, driving and contributing to the Strategic Plan, Business Plan and supporting the Best Care framework that underpins safe and effective patient care
- Maintain an acceptable level of attendance and adhere to Western Health policies and procedures pertaining to annual leave, personal leave and other leave as appropriate
- As a member of the Western Health Senior Leadership Group, provide leadership, direction and support to achieve Western Health's strategic objectives and targets and positively promote Western Health across the community
- Ensure the achievement of access and activity targets across the service, through contribution to organisational initiatives to achieve these targets
- Provide responsible, effective and sustainable leadership, management and oversight of areas of operational responsibility reporting directly to the role, and for ensuring those roles and departments work effectively and efficiently to enhance the operational performance of Western Health
- Provide leadership in organisational issues that may extend beyond the boundaries of the area of direct responsibility
- Identify and implement actions to address budget variances within the service
- Ensure site emergency control systems are in place for Dame Phyllis Frost Centre and manage responses effectively
- Work effectively including assuming leadership responsibility when required with all divisions to achieve improved financial accountability and performance across Western Health.
- Lead organisation wide nursing and midwifery projects as required



Research

- Support and promote nursing and midwifery-led research that supports innovative models of care to meet the healthcare needs of the community into the future.







Evidence Based Practice

- Lead organisational improvement strategies and changes to ensure effective implementation and sustainability
- Ensure a performance culture within the area of responsibility focused on the delivery of key financial and operational outcomes
- Ensure Western Health services work cooperatively and collaboratively to achieve agreed activity and Western Health KPIs, this includes the monitoring and management of KPIs organisationally in terms of nursing and midwifery practice, and KPIs specific to Custodial Health Division
- Ensure the delivery of services are met within the Western Health Clinical Governance Framework and ensure Quality and Patient Safety and Accreditation requirements
- Ensure nursing/midwifery clinical policy, procedure and standards are legislatively compliant and reflective of evidenced based nursing/midwifery practice

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	 <p>Education</p> <ul style="list-style-type: none"> • Work collaboratively and in partnership with the Director of Education and Learning to ensure that the nursing and midwifery educational programs and direction is meeting the future needs of the workforce.  <p>Clinical expertise</p> <ul style="list-style-type: none"> • Advise the Custodial Health leadership team and where appropriate the Western Health Executive and Board on strategies to deliver high performing clinical services across Western Health • Participate in the relevant safety and quality and performance meetings for the Custodial Health, to support improved performance • Provide Nursing and Midwifery advice to the respective Director and Divisional Director and assist in the development and implementation of the annual business plan in accordance with Western Health's Business Planning processes.
<p>Direction 4: We are better together</p>	<p><i>Our respectful relationships with our community, system-wide partners and each other drive collaboration and better outcomes.</i></p> <p><i>To support the achievement of this Direction, all Executive and Senior Managers are required to ensure:</i></p> <ul style="list-style-type: none"> • Directorates engage and collaborate to improve the health and wellbeing of our communities • Employees listen, learn and act, so that patients can benefit from our collective worth to achieve their health goals • Directorates drive system reform through our relationships with healthcare providers, academic partners, and health colleagues • Directorates innovate across clinical and non-clinical teams to live and deliver Best Care for people of the West <p><i>In addition, the Director of Nursing & Midwifery is required to:</i></p>  <p>Leadership</p> <ul style="list-style-type: none"> • Fulfil the role of the nursing and midwifery lead for the nominated Standard, working in partnership with the medical, education, allied health and quality leads to oversee the strategic oversight, planning and delivery of actions to ensure that Western Health meets the requirements under that standard. • Facilitate external relationships with the Department of Health, Australian Health Practitioner Regulation Agency, Nursing and Midwifery Board of Australia and other professional nursing and midwifery organisations • Drive, lead and contribute to efficient, effective and sustainable systems and processes relating to designated senior nursing/midwifery site management responsibilities for the Sunshine Hospital.  <p>Research</p> <ul style="list-style-type: none"> • Support, promote and participate in nursing and midwifery-led research in collaboration with academic partners.




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	<p> Evidence Based Practice</p> <ul style="list-style-type: none"> • Work collaboratively and in partnership with the Director of Education and Learning and external partners to ensure that the nursing and midwifery practice is evidence based. <p> Education</p> <ul style="list-style-type: none"> • Exchange and share information through participation in seminars and conferences with colleagues. • Develop, influence and enhance relationships with local academic institutions. <p> Clinical expertise</p> <ul style="list-style-type: none"> • Community partners are engaged to support the application of shared care models of service delivery that promote integration and co-ordination of care
<p>Direction 5: We discover and learn</p>	<p><i>Our innovation, research and education inspires and benefits our patients, employees and communities, to deliver a better future.</i></p> <p><i>To support the achievement of this Direction, all Executive and Senior Managers are required to ensure:</i></p> <ul style="list-style-type: none"> • Employees question, investigate, evaluate, adapt and innovate as we share, mentor, encourage and learn • Directorates drive continuous improvement of the quality and sustainability of our services and facilities to ensure accessible care for future generations • The encouragement of life-long learning; fostering curiosity and supporting employees to lead and participate in research and education, and to be recognised as specialists in their fields <p><i>In addition, the Director of Nursing & Midwifery is required to:</i></p> <p> Leadership</p> <ul style="list-style-type: none"> • Develop and maintain a robust working relationship with the Director of Education and Learning and work collaboratively with the team to ensure nurses and midwives have the skills and experience to deliver best practice, high quality and safe care. <p> Research</p> <ul style="list-style-type: none"> • Foster research within nursing and midwifery within the overall Western Health framework. <p> Evidence Based Practice</p> <ul style="list-style-type: none"> • Promotes teaching and education programs for all health disciplines and other staff that contribute to the body of knowledge which supports effective health care.

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	 <p>Education</p> <ul style="list-style-type: none"> Foster education within nursing and midwifery within the overall Western Health framework  <p>Clinical expertise</p> <ul style="list-style-type: none"> Promotes and supports post-graduate education within the aligned Division.
<p>Occupational Health & Safety and Other Obligations:</p>	<p><i>Model proactive leadership, drive and commitment to ensure:</i></p> <ul style="list-style-type: none"> Western Health's obligations for Occupational Health and Safety (OHS) and Work Cover rehabilitation are met Compliance with OHS and Work Cover legislation Compliance with OHS policies and procedures A safe and healthy environment for employees, contractors, patients and visitors The key performance targets and objectives, detailed in the Western Health strategic OHS plan, are supported, promoted and achieved Risks are identified, assessed and controlled as far as practicable with injury prevention being a high priority Safe work systems and controls are in place, which are regularly monitored for effectiveness The Western Health prescribed OHS training and education sessions are attended, including all personnel responsible for managing employees Health and Safety initiatives are developed and delivered to continually improve Western Health's safety maturity (culture) Organisation wide strategic responsibility for record keeping is maintained including compliance with record keeping operations and standards
<p>Role Specific Responsibilities</p>	
<p>Accreditation and Standards leadership:</p>  <p>National Safety and Quality Primary and Community Healthcare Standards</p> <p>Organisational portfolio and leadership:</p> <ul style="list-style-type: none"> Lead Custodial Health nursing care improvements Incident management team roster and Director on-call for Custodial Health Custodial Health Nursing education initiatives Custodial Health Nursing research initiatives <p>Committee leadership and attendance:</p> <ul style="list-style-type: none"> Participate and contribute to key Custodial Health work streams and work group meetings Participate and contribute to Nursing & Midwifery Advisory Committee Participate and contribute to Nursing & Midwifery Credentialing and Scope of Practice Committee Participate and contribute to Nursing & Midwifery Operations Committee Participate and contribute to Custodial Health Performance Meetings 	
<p>Key Outcomes:</p>	<p>The key challenge/outcomes for this role will be identified in the incumbent's performance plan and should align with Western Health's Strategic goals, organisational business plan and directorial business plan.</p>

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	<p>A key focus is the delivery of outcomes as identified in the Statement of Priorities as agreed between Western Health and the Department of Health.</p> <p>Successful leadership, planning and oversight of the National Safety and Quality Primary and Community Healthcare Standards for Dame Phyllis Frost Centre, ensuring robust actions are in place to ensure Western Health meets all requirements.</p>
<p>Key Challenges of the Position:</p>	<p>Key challenges and priorities for this role include the following:</p> <ul style="list-style-type: none"> • Contribute to the articulation of strategic direction of Western Health • Western Health achieving Strategic Priorities, National Safety & Quality Health Service Standards, Victorian Patient Satisfaction Monitor KPI's • Engagement and motivation of employees to achieve the key deliverables identified in the Nursing and Midwifery Business Plan and the Nursing & Midwifery Workforce Plan • Influencing the direction and delivery of excellence in patient care across the Division and Western Health more broadly • Deliver site activities and responsibilities at the highest standard to ensure the smooth and effective management of the Footscray Hospital.
<p>Key Working Relationships:</p>	<p>Internal:</p> <ul style="list-style-type: none"> • Executive Director, Nursing & Midwifery • Director of Custodial Health • Medical Director of Custodial Health • Directors of Nursing & Midwifery • Director of Best Care Governance, Compliance & Assurance • Director of Best Care Governance and Support • Director of Improvement • Clinical Service Directors • Divisional Directors • Operations Managers, with a particular focus on those working within Custodial Health • Executive Directors • Nurse / Midwife Unit Managers and Associate Nurse / Midwife Unit Managers • Nurses / Midwives with in aligned Divisions and the organisation generally • Nursing and Midwifery Education team • Best Care Coordinators • Undergraduate / Postgraduate Nursing / Midwife students • Members of the multidisciplinary team • Support Services managers • Employee Relations, Business Partnerships and Injury Management • People and Culture Operations and Workforce Systems <p>External:</p> <ul style="list-style-type: none"> • Dame Phyllis Frost Centre staff • Department of Justice and Community Safety • Corrections Victoria • Department of Health • Safer Care Victoria • Australian Health Practitioner Regulation Agency • Australian Nursing and Midwifery Accreditation Council • Manager of the Nursing, Midwifery & Paramedicine within the Department of Health • Victorian Chief Nurse and Midwifery Officer • Nursing and Midwifery Board of Australia • Department of Health • University Affiliations

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	<ul style="list-style-type: none"> • Consumers and their significant others • Australian Nursing & Midwifery Federation • Community health groups • Professional Nursing and Midwifery organisations and associations
<p>Key Selection Criteria:</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Excellent leadership and management skills that are congruent with Western Health values • Experience and ability to work in collaboration with Divisional Directors • Extensive previous clinical and management experience within a large complex health care organisation • Demonstrated experience in leading change to benefit patient care outcomes • Proven ability to build a culture of patient safety • Experience in nursing and midwifery workforce and education frameworks • Effective organisational skills, with respect to time management and delegation • Demonstrated ability to work harmoniously in a senior, multidisciplinary and leadership team environment • Excellent communication skills, written and verbal • Ability to exercise sound judgment, challenge constructively and effectively • Knowledge of legislative and policy frameworks with in which health, nursing and education operate • Demonstrated proficiency in computer skills and research <p>Desirable</p> <ul style="list-style-type: none"> • Proven leadership experience in the planning and delivery of custodial health services • Experience in managing nursing/midwifery industrial issues and Enterprise Agreement implementation • Experience in preparing a health service to undertake accreditation: working knowledge of National Primary and Community Healthcare Standards and National Safety and Quality Health Service (NSQHS) Standards
<p>Qualifications Required:</p>	<ul style="list-style-type: none"> • Registration as a Registered Nurse in Australia • Successful completion of a Bachelor of Nursing/Midwifery qualification or equivalent • Master's degree (or higher) desirable in relevant nursing, management or health care related field
<p>Additional Requirements</p>	
<p>All employees are required to:</p> <ul style="list-style-type: none"> • Obtain a police / criminal history check prior to employment • Obtain a working with children check prior to employment (if requested) • Obtain an Immunisation Health Clearance prior to employment • Report to management any criminal charges or convictions you receive during the course of your employment • Comply with relevant Western Health clinical and administrative policies and guidelines. • Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures • Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health • Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health • Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health 	

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- Be aware of and comply with relevant legislation: *Mental Health and Wellbeing Act 2022, Safe Patient Care (Nurse to Patient and Midwife to Patient Ratios) Act 2015, Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Public Records Act 1973, Fair Work Act 2009 (as amended), the Privacy and Data Protection Act 2014* and responsibilities under s141 *Health Services Act* with regard to the sharing of health information
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services and sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: _____ Date: [Click here to enter a date.](#)

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