

DEPARTMENT OF HEALTH

# Statement of Duties

**Position Title:** Deputy Secretary Community, Mental Health and Wellbeing

**Position Number:** 522642

**Classification:** Senior Executive Service Level 4

**Award/Agreement:** Senior Executive Service

**Group/Section:** Community, Mental Health and Wellbeing

**Position Type:** Fixed-Term, Full Time

**Location:** South

**Reports to:** Secretary

**Effective Date:** February 2020

**Essential Requirements:** Registration to Work with Vulnerable People

*\*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.*

**Desirable Requirements:** Postgraduate qualifications

Tertiary qualification or degree in a relevant discipline which may include a clinical, health or business administration field

**Position Feature:** Appointment to this role is through fixed-term appointment.

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

The Deputy Secretary Community, Mental Health and Wellbeing (Deputy Secretary) will be responsible and accountable for the coordinated delivery of key community-facing health services, including Ambulance Tasmania, Mental Health, Public Health, Population and Preventative Health/Wellbeing and all Statewide Services, as directed by the Secretary, including:

- Under the direction of the Secretary, the Deputy Secretary will work closely with the Chief Executive - Ambulance Tasmania, Chief Executive Public Health Services, and heads of the Statewide Services, as relevant, to ensure that strategic reforms and business improvements are delivered and key health outcomes for the community are achieved within approved budget, timing, and resourcing parameters.
- A key priority for the Deputy Secretary will be to focus on the seamless integration and accessibility of healthcare delivered in the community, including across, subacute, community, residential and home-based services. Experience in the development and implementation of digital transformation measures to optimise service delivery and performance will be valued.
- The Deputy Secretary will collaborate with key stakeholders in the Tasmanian health system (Public, Private, and Not-for-Profit, State and Commonwealth) to deliver coordinated services and improvements to health care delivery in accordance with government policy and agreed strategy. The Deputy Secretary will be expected to work closely with the Chief Executive Hospitals South and Chief Executive Hospitals North/North West, to ensure the successful delivery of hospital avoidance strategies in the community.
- An important element of this role will be to manage significant and often conflicting pressures, respond in a highly sensitive environment operating within very tight timeframes.
- The Deputy Secretary will provide high-level advice to Government, the Secretary, the Ministers and Departmental Executive.

## Duties:

### 1. Service Delivery:

The Deputy Secretary will oversee the delivery of high-quality patient-centred health services. This includes:

- Working in collaboration with Senior Executives and Senior Managers across the health system to ensure services are coordinated to support efficient and effective statewide health services.
- Ensuring that services are delivered that meet specified safety, quality and other State or National performance standards.
- As a member of the Health Executive working collaboratively to fulfil statutory obligations and comply with legal and Government financial and policy obligations.

### 2. Clinical Governance:

The Deputy Secretary will:

- Support the development implementation and maintenance of effective clinical governance systems across Mental Health and Wellbeing, Ambulance Tasmania and Statewide Services, including:
  - Advocating positive attitudes and values about the safety and quality of services
  - Embedding proper governance structures for safety and quality
  - Minimising clinical risk
  - Organising and using data to underpin evidence-based best practice
  - Promoting innovative models of care to meet the needs of the community.

- Implement and maintain an effective patient/client engagement system to facilitate consultation with the local community with the aim of improving service delivery.

### 3. Leadership and Management:

The Deputy Secretary will:

- In collaboration with the other members of the Health Executive support the implementation of an effective management and governance structure that underpins effective decision-making.
- Provide effective leadership to the Chief Executive - Ambulance Tasmania, Chief Executive Public Health Services, and heads of the Statewide Services, fostering a culture that embraces continuous review and improvement and builds community confidence in the health services provided to better serve the local community.
- Provide leadership for the development and implementation of an effective health orientated organisational development strategy to support a workforce of staff to meet their optimal potential.

### 4. Operational Performance:

In collaboration with the Health Executive members the Deputy Secretary will:

- Support the operationalisation of the performance management system, ensuring that staff are aware of their responsibilities and accountabilities within the services and that they perform in accordance with those responsibilities and accountabilities.
- Continually seek to improve the operational effectiveness of health services so that resources are optimised.
- Implement the organisations financial management strategy as relevant, including implementing effective budget control measures.

The above is not intended to be an exhaustive list. It is however an indication of the key high level responsibilities and accountabilities. It is expected that the occupant of this position works collaboratively across the broader health system with a focus on improving the health outcomes of the Tasmanian population and meet national standards.

5. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

- Accountable to the Secretary and responsible for maintaining effective working relationships with other Executives across the state in the interests of efficient and safe system management.
- Member of the Health Executive.
- Works together with key statutory officeholders to oversight:
  - Ambulance Tasmania
  - Statewide Mental Health Services
  - Statewide Services: Public Health, Pharmacy, Allied Health, Child Health and Parenting Services, Oral Health, Population Screening & Cancer Prevention; Correctional and Forensic Health Services

- Mental Health, Alcohol and Drug Directorate
- Engage with other staff to collaborate on matters of mutual interest, build effective networks with both internal and external stakeholders to facilitate a sharing of views for consideration in decision making regarding all aspects of service delivery.
- Accountable to the Secretary, and working collaboratively with other Health Executives, to maintain effective clinical governance processes and systems including:
  - Meeting the public reporting requirements
  - Providing effective consultative mechanisms in relation to regional activities and decisions
  - Disseminating information and responding to inquiries about health service activities and issues of public interest or importance.
- Represent the Department on significant initiatives and in highly sensitive forums.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Selection Criteria:

1. Evidence of a strong background and recent senior executive experience at a strategic and operational level in a geographically dispersed organisation delivering complex health and/or human services. Including:
  - Demonstrated ability to manage financial, human, and physical resources and to monitor effectiveness and efficiency and to apply contemporary management techniques.
  - Demonstrated ability to understand the political, social, and organisational environment, to identify relevant issues and to make sound judgments about strategies, directions, and priorities.
2. Proven track record of effective operational management covering planning, human resources, budget, assets, operational planning, quality improvement and risk management. This will include high level change management skills, capacity to impact vision and deal with pressure, ambiguity and to respond innovatively to situations.
3. Highly developed communication, negotiation and interpersonal skills demonstrating the capability to build strong relationships with diverse stakeholder groups to drive the achievement of common goals, and influence decisions at the local and state level towards the delivery of the best possible health service and health outcomes.
4. Capacity to have a high-level understanding of the complex environment of health services in Tasmania and the ability to practically apply that understanding to facilitate the optimal outcomes for the health service and its clients.
5. Skilled in leading service delivery environments through modernisation, digital transformation and/or service optimisation in collaboration with other relevant Health Executives.

6. Skilled in negotiating to achieve desired outcomes. This will include conflict resolution skills, demonstrated ability to liaise and negotiate complex and sensitive issues effectively, and proven ability to work constructively as a member of a management team.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).