

Role description

Cairns and Hinterland Hospital and Health Service

Role details

Job ad reference	CAH621122	Classification	Nurse Grade 13 (2)
Role title	Executive Director of Nursing and Midwifery Services	Contact name	Sarah Buckler Hardy Group
Status (temp/perm)	Permanent Full Time	Contact number	0429 486 740 sbuckler@hardygroupintl.com
Directorate/ Hospital and Health Service	Chief Executive Services Cairns and Hinterland Hospital and Health Service	Closing date	Sunday, 16 March 2025
Location	Cairns	Salary	\$249,849.00 per annum <i>(plus superannuation and leave loading benefits)</i>

Queensland Health's vision

By 2026 Queenslanders will be among the healthiest people in the world.

Our vision

Excellence in healthcare, wellbeing, research and education in Far North Queensland.

Our purpose

We work together, with our community, providing healthcare services to improve health and wellbeing in Far North Queensland.

More information on the strategic direction of Cairns and Hinterland Hospital and Health Service visit: <https://qheps.health.qld.gov.au/cairns/strategic-plan-2018-2022>

Please visit our website for additional information about Cairns and Hinterland Hospital and Health Service www.health.qld.gov.au/cairns_hinterland



Our values

The staff and patients at Cairns and Hinterland Hospital and Health Service have helped develop a set of shared values that guide our behaviours and decision making in our workplaces. These values underpin our daily work, the strategies of our Health Service and help deliver Queensland Health's vision.



COMPASSION

At CHHHS, we demonstrate that we care about the challenges facing our patients and colleagues by taking time to walk in their shoes. Compassion is delivered with a warm hello, a smile, by genuinely listening and following through on concerns.



ACCOUNTABILITY

At CHHHS, we value accountability at all levels as it builds trust in our organisation, our people and our services. When we live up to our responsibilities, we earn respect from the people and communities we have made a commitment to.



RESPECT

At CHHHS, we value a respectful approach to our work and care as it builds strong relationships and trust. We encourage you to treat others as you'd like to be treated.



INTEGRITY

At CHHHS, we rely on our integrity to guide us when the choice isn't an easy one to make. It ensures we are making decisions that are transparent, truthful and for the greater good of our patients, colleagues and communities.

Your employer— Cairns and Hinterland Hospital and Health Service

- The Cairns and Hinterland Hospital and Health Service strives to provide excellence in health care, wellbeing, research and education in Far North Queensland.
- The Health Service is the primary provider of health services to residents of the Cairns, Tablelands and Cassowary Coast regions with a population of over 250,000 people, as well as providing specialist services to the Torres Strait and Cape York region. Cairns Hospital is the primary referral hospital for Far North Queensland.
- We provide an extensive range of health services at more than 30 regional, rural and remote facilities across a geographical area of 142,900 square kilometres.
- The Health Service is 95 percent self-sufficient with only a small number of high-level acute services being provided in Townsville and Brisbane.
- Our staff are a part of the community we serve, and we strongly believe that health outcomes are enhanced by involving our community in the planning and evaluation of local health services.

Dimensions

- Annual Budget: \$9,704,406 (review required)
- Annual Own Source Revenue: \$989,958
- Direct Reports: 4 FTE
- Indirect Reports: 50.47 FTE
- Clinical Targets

Competencies

- Political Savvy
- Compassion
- Managing Through Systems
- Strategic Agility

Your opportunity

The Executive Director of Nursing and Midwifery is the single point of accountability for the professional leadership and direction of nursing services within the Cairns and Hinterland Hospital and Health Service. Reporting to the Chief Executive, you will be responsible for the delivery of high quality patient centred care Nursing and Midwifery services that meets professional practice standards.

Your role

- Fulfil the responsibilities of this role in accordance with CHHHS values as outlined above.
- Follow defined service quality standards, occupational health and work policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- Implement and monitor the organisation's quality standards, work health and safety policies, procedures and programs and provide clinical governance in the relevant work area.
- Undertake the following Key Accountabilities and all other reasonable activities/tasks as directed:

Key Result Area – Strategy and Operational Planning

Key Accountabilities	Performance Measures
<ul style="list-style-type: none">• Give advice to the Chief Executive (CE) and the Board on the development and implementation of HHS vision, values and strategic direction• Set the strategic direction for Nursing and Midwifery services: develop, monitor and review local initiatives which are designed to ensure that the Nursing and Midwifery workforce is aligned with the CHHHS strategic direction and is consistent with the policy directions of Queensland Department of Health in order to address workforce requirements of recruitment and retention, professional development and alteration to models of service delivery• Provide high level advice to the Chief Executive on all matters relating to the Nursing and Midwifery workforce and services	<ul style="list-style-type: none">• Active participation in strategy and service planning• Quarterly reporting to Executive and Board on meeting annual operating plans Nursing and Midwifery Services. 80% of plan to be delivered annually• Monthly reporting of any negative variance relating to KPI's and implement plans for improvement as required

<ul style="list-style-type: none"> • Implement the strategies relating to the Nursing and Midwifery Roadmap • Implement strategies to improve the capability and capacity of the Nursing leadership across CHHHS • Lead significant strategic service developments and designated portfolios that incorporate innovative and evidence-based models of contemporary Nursing and Midwifery practice and service delivery • Lead a strategic approach to the development and implementation of nursing research projects through executive support of partnerships and enablement of staffing participation. Support other Executives in the implementation of the CHHHS Research Excellence Plan 2018-2022 • Provide appropriate clinical and educational systems of learning and practice • Ensure the Business Planning Framework (BPF) is effectively managed across CHHHS meets legislative and reporting requirements • Lead, in collaboration with Health Service Directors of Nursing and Midwifery, Nursing Directors and others, a strategic approach to the integration, standardisation and coordination of evidence-based policy development for nursing practice and patient care issues • Represent the needs of Nurses and Midwives in the development of clinical information systems that support clinicians and their responsibilities for reporting clinical data 	
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Key Result Area – Safety and Quality

Key Accountabilities	Performance Measures
<ul style="list-style-type: none"> • Show leadership in delivering a safety culture across the HHS • Work collaboratively with the Executive Director of Medical Services and the Executive Director of Allied Health to implement of the CHHHS Clinical Governance Framework • Ensure portfolio achieves accreditation requirements • Implement all recommendations to improve quality and safety from reviews within the agreed timeframes • Drive improvements in patient centred care • Promote and enhance professional standards, conduct and practice within legislation and professional and ethical parameters to advance safe patient care • Provide data analysis related to Nursing and Midwifery across the CHHHS as a means for measuring identified performance outcomes and as a basis for Nursing and Midwifery policy development • Ensure appropriate policies, training and development performance measures and management processes are in place to deliver excellence in service delivery, • Chair the Nursing and Midwifery credentialing and clinical scope of practice committee to ensure that all Nurses and Midwives are appropriately credentialed and registered with the Australian Health Practitioner Regulation Agency (AHPRA). 	<ul style="list-style-type: none"> • Report and monitor nursing clinical indicators including development of action plans for any negative variances • Accreditation achieved for the HHS • and consumer complaints • Recommendations from reviews are completed satisfactorily within the agreed timeframes • Risks are identified, and mitigation process implement • Improvements made resulting from consumer feedback • Improved patient satisfaction results • Ensure all nurses and midwives are appropriately credentialed/ registered to operate within their scope of practise.

Key Result Area – Leadership and Management

Key Accountabilities	Performance Measures
<ul style="list-style-type: none"> • Lead and manage the day to day activities within the portfolio in accordance with the values of the CHHHS • Positively contribute and work collaboratively with all Executive members to deliver the strategic and operational requirements of the HHS • Develop an effective, cohesive senior management team • Lead and manage direct reports to ensure compliance with clinical and corporate governance including legislation, policies and procedures and workplace health and safety • Develop, monitor, implement and review local nursing initiatives based on identified local needs and state-wide initiatives to ensure the Nursing and Midwifery workforce is aligned with identified health service delivery needs • Develop an environment that enhances recruitment and retention of nurses and facilitates education, learning, research and succession planning for nursing staff • Develop a positive culture within the portfolio which encourages and recognises high performance, builds leadership capabilities and supports staff to maximise their health and wellbeing • Strategically lead an effective and cohesive senior nursing leadership to deliver improvements in patient care and experience 	<ul style="list-style-type: none"> • Active participation as a member of the Executive • Written and verbal advice to Board and Executive is of a high standard • Staff within the portfolio are meeting legislative requirements, standards, policy and procedures within the portfolio are complied with. • Ensure all staff within the portfolio complete mandatory training

Key Result Area – Financial Sustainability

Key Accountabilities	Performance Measures
<ul style="list-style-type: none"> • In consultation with finance, develop annual operating budgets including Minimum Obligatory Human Resource Information (MOHRI) targets for each department/service • Ensure this portfolio meets the agreed financial targets • Develop and implement financial sustainability plans to ensure the HHS has financial sustainability • Ensure the portfolio actively delivers on revenue targets • Provide critical analysis regarding the impact of high level policy and funding decisions on Nursing and Midwifery 	<ul style="list-style-type: none"> • Deliver on agreed annual budget • Annual financial sustainability plan developed and implements • Meet revenue targets • Meet MOHRI target

Key Result Area – Relationships and Engagement

Key Accountabilities	Performance Measures
<ul style="list-style-type: none"> • Ensure effective working relationships across the HHS's and support other portfolios in the delivery of the HHHS strategy • Implement nursing engagement strategies to improve consultation and collaboration • Ensure union engagement with the community and external health providers • Ensure openness and outcomes to complaints from Healthcare users • Actively support the development and maintenance of robust relationships with internal and external partners to enhance Nursing and Midwifery workforce and practice standards 	<ul style="list-style-type: none"> • Positive changes are implemented as a result of patient feedback. All Key Performance Indicators (KPI's) relating to complaints management are achieved • Evidence of consumer participation when developing and implementing new or expanded services • Active consultation with the Queensland Nurses Union in relation to significant changes • Participation in local and state Nursing and Midwifery Forums/Committees

Mandatory qualifications/Professional registration/Other requirements

- Appointment to this position requires proof of qualification and/or registration with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/ manager, prior to the commencement of clinical duties. Current registration or eligibility to register as a nurse with the Nursing and Midwifery Board of Australia / Australian Health Practitioner Registration Authority (AHPRA) is mandatory.
- While not mandatory, current registration or eligibility of midwifery endorsement would be highly desirable.
- While not mandatory, a relevant leadership qualification and/or post graduate qualification at Masters would be well regarded.
- While not mandatory, a minimum 10 years' experience as a Director of Nursing in a large facility or Executive Director of Nursing in a medium facility is highly desirable.
- This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this type of vehicle is required. Proof of this endorsement must be provided before commencement of duty.
- The appointee will be required to participate in an Executive on-call roster.
- This position may require the incumbent to travel or work from other facilities across the Cairns and Hinterland Hospital and Health Service and throughout Queensland of which may include travel by small aircraft as required.
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against COVID-19 [Health Employment Directive No. 12/21](#) and [Queensland Health Human Resources Policy B70](#).
- **Vaccine Preventable Diseases (VPD)** evidence as required for your employment in accordance with legislation/government policy and Directives.
- It is a condition of employment for the employee in this role to be, and remain, vaccinated against or non-susceptible to the following Vaccine Preventable Diseases (VPDs) during their employment: **Measles, Mumps, Rubella (MMR), Varicella (chicken pox) and Pertussis (whooping cough)**. *Existing*

staff engaged prior to 1 July 2016 (and have not had a break in service) are not subject to this new condition of employment unless they are moving from one Hospital and Health Service to another Hospital and Health Service within Queensland). Existing staff that have previously submitted this evidence since 1 July 2016 will not be required to resubmit.

- It is a condition of employment for the employee in this role to be vaccinated against or not susceptible to **Hepatitis B**. Proof of vaccination or non-susceptibility is a condition of employment for all staff (new and existing) who have direct contact with patients or who in the course of their work may be exposed to blood/body fluids or contaminated sharps.
 - It is strongly recommended that you complete the **VPD Evidence Form** and prepare your documents prior to meeting with the selection panel; however you will only be required to supply the evidence if you are the preferred applicant. If you are the preferred applicant, your application for employment will not be successful unless you comply with this Queensland Health policy. Further information and Evidence Forms can be found at <https://www.health.qld.gov.au/employment/work-for-us/dept-of-health/pre-employment/vaccinations/providing-evidence>
 - A [Tuberculosis risk assessment form](#) is to be completed prior to commencement.

How you will be assessed?

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

Clinical Governance and Patient Safety:

- Demonstrated expert knowledge and understanding of corporate and clinical matters related to clinical governance and risk.

Strategic and Operational Capability:

- Demonstrated extensive experience with successful outcomes in planning, leading, implementing and evaluating innovative strategic and operational approaches to health service delivery to enable CHHHS objectives to be met.
- Demonstrated ability to lead and sustain strategic change in a dynamic multidisciplinary health care environment and evaluate effectiveness to achieve outcome that promote the professional standards and practice of Nurses and Midwives.
- Demonstrated expertise at a senior level in policy, procedural and standards development, implementation and evaluation.
- Experience in, support and understanding of, contemporary nursing practice, education and research.

Leadership and Management:

- Proven ability to lead in the face of resistance, possessing a high degree of self-awareness, knowing own strengths and limitations, and the ability to use challenges as an opportunity for learning.
- Demonstrated expertise and experience at a strategic level in leadership, management and utilisation of information to improve/ change practice.

Teamwork and Interpersonal Skills:

- High level negotiation, consultative, communication and interpersonal skills including the ability to deal with the competing needs of various government, non-government and community stakeholders.
- Personal integrity, the ability to act as a positive role model, and a commitment to the key values of the organisation.

Targeted assessment of core behavioural competencies:

- Political Savvy
- Compassion
- Managing Through Systems
- Strategic Agility

Your application

Please provide the following information to the panel to assess your suitability:

- Your current CV or resume, including the names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor.
- A short statement (maximum 1-2 pages) on how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes.

How to apply

- Queensland Health encourages applicants to apply on-line for our vacancies through www.smartjobs.qld.gov.au
- To do this, access the 'apply online' facility on the Smartjobs and careers website.
- Online applications have special requirements:
- You need to create a 'My SmartJob' account before submitting your online application. Details are available through the Queensland Government Smartjobs and Careers website at www.smartjobs.qld.gov.au;
- You can 'save and submit later', allowing you to organise your attachments for submission at a later time, but before the closing date of applications;
- By applying online you can track your application through the process, maintain your personal details through registration and withdraw your application if required.
- Do not attach photographs, certificates, references or other large graphics to your application.
- Any documents attached to Smartjobs should be in Microsoft Word, or .jpg, .gif, .bmp, .png, .rtf, .txt, .doc or docx. Do not upload zipped files, pdf documents created through Microsoft Word 2007, tagged pdfs or protected documents.
- Late applications cannot be submitted via the Smartjobs website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the Recruitment Services team to arrange this.
- If you experience any technical difficulties when accessing www.smartjobs.qld.gov.au please contact 13 QGOV (13 74 68).
- Hand delivered applications will not be accepted.
- All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.
- If you require any other assistance, please contact Recruitment Services on 07 4226 3700.

Additional information

- Applications will remain current for 12 months.
- Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.
- Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- All Queensland Health staff, who in the course of their duties formulate a reasonable suspicion that a child has suffered, is suffering, or is at unacceptable risk of suffering significant harm in their home/community environment and may not have a parent able and willing to protect the child from harm. have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- Some roles within Queensland Health are designated as 'Vaccination Preventable Disease (VPD) risk roles'. A VPD risk role is a role in which the incumbent may be exposed to the risk of acquisition and/or transmission of a VPD. If you are applying for a role that has been designated as a VPD risk role you must be able to provide evidence that you either have been vaccinated against the VPD's listed in the role description; or you are not susceptible to the VPD's listed in the role description.

You will be asked by the recruiting manager to supply this evidence if you are the preferred candidate for the role. Any job offer would be subject to the supply of evidence related to VPD in addition to other required employment screening. The majority of our frontline clinical roles require at a minimum vaccination against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and Hepatitis B. The following tools will assist if you are required to provide evidence of VPD vaccination:

- VPD Evidence guide
- VPD evidence form – Doctor
- VPD evidence form – Self

Please head to our [Vaccinations Homepage](#) for more information on how to provide your evidence.

- Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at <https://www.qld.gov.au/gov/system/files/documents/lobbyist-disclosure-policy.pdf?v=1454302064>
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#).

Organisational Chart

Updated March 2024

