CANDIDATE INFORMATION PACK

DIVISIONAL DIRECTOR (MEDICAL) - SURGICAL SPECIALTIES & ANAESTHETICS
NORTHERN ADELAIDE LOCAL HEALTH NETWORK
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EXECUTIVE SUMMARY

- Senior Clinical Leadership Role
- Lead Reform Collaborate and Influence
- Positive Organisational Culture

Northern Adelaide Local Health Network (NALHN) provides a range of acute and sub-acute services for people of all ages living in the northern metropolitan area of Adelaide. The service also provides a number of state-wide services and services to those in regional areas. The northern area of Adelaide is currently the highest population growth area in South Australia. More than 5,100 skilled staff provide high quality patient care, education, research and health promoting services.

NALHN are now seeking a Divisional Director (Medical), Surgical Specialties & Anaesthetics to provide strategic clinical leadership and to significantly contribute to NALHN strategic planning and the delivery of South Australia’s Health Care Plan. The position will, in conjunction with the Divisional Director (Nursing), lead the strategic and operational facets of the Division of Surgical Specialties and Anaesthetics.

There is a focus on ensuring excellence in the provision of clinical services and of implementing new models of service care, identifying innovative and alternative approaches to the provision of these services. Assisting in the development and implementation of workforce reform, developing working environments that are responsive to the changing needs and profile of the consumer and changes in service delivery.

A highly accomplished clinician and leader in your own right with a commitment to innovation, service improvement and ensuring the highest standards of patient centred care, you will contribute significantly to the ongoing excellence of service provision at NALHN. It is anticipated that you will also continue to provide clinical services in your specialty area, and a generous time allocation is available to support undertaking your leadership responsibilities.

The position requires the possession of MBBS or equivalent and appropriate Specialist qualifications that are registrable with the Medical Board of Australia as a Medical Practitioner with Specialist registration.
NORTHERN ADELAIDE LOCAL HEALTH NETWORK

Northern Adelaide Local Health Network (NALHN) was established in 2011 and provides health care for around 345,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. The LHN includes some of the least affluent parts of the state. As a whole, residents of NALHN rate lower on population health measures than residents of other LHNs and are also more likely to have chronic disease or risk factors for chronic disease.

The northern area of Adelaide is currently the highest population growth area in SA. By 2026 it is anticipated that a quarter of the state’s population will live in the northern metropolitan catchment area.

The recent implementation of the National Health Reform in 2011 saw the establishment of five Local Health Networks across SA intended to promote, maintain and restore the health of the communities they serve.

The NALHN provides a range of acute and sub-acute health services for people of all ages and covers 16 Statistical Local Areas and four Local Government Areas (one of which crosses the Central Adelaide Local Health Network) and includes the following:

- Lyell McEwin Hospital
- Modbury Hospital
- GP Plus Health Care Centres and Super Clinics
- Aboriginal Health Care Services
- Mental Health Services (including two state-wide services – Forensics and Older Persons)

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged. Clinical leadership of care systems is central to the current national and state-wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.
Lyell McEwin Hospital

The Lyell McEwin Hospital (LMH) is a 336-bed specialist referral public teaching hospital which has links to the University of Adelaide, University of South Australia and Flinders University.

Forming part of the Northern Adelaide Local Health Network, LMH provides a full range of high-quality medical, surgical, diagnostic, emergency and support services.

Lyell McEwin Hospital (LMH) is a major adult tertiary hospital, whilst Modbury Hospital (MOD) is developing as a centre for elective surgery and subacute including; rehabilitation, palliative care and older people’s services; with an Emergency Department (ED), and Short Stay General Medicine Unit (SSGMU) on site. Across both sites there are 13 surgical theatres: 9 at Lyell McEwin Hospital and 4 at Modbury Hospital.

Modbury Hospital

Modbury Hospital, in conjunction with the Lyell McEwin Hospital (LMH), forms the NALHN acute and community services and has consistently built a strong reputation for providing well-rounded training in a community hospital.

Modbury Hospital is a 174-bed, acute care teaching hospital that provides inpatient, outpatient and emergency services to a population living primarily in Adelaide’s north-eastern suburbs.

NALHN Mental Health Services

NALHN has a comprehensive range of public mental health services for youth, adults and older people in northern Adelaide.

Services are provided through community health centres and hospitals, and to consumers in their own homes.

Specialty Services

Other specialty services to continue to be provided by NALHN include GP Plus Health Care Centres and a Super Clinic, four dedicated Aboriginal healthcare sites, and a satellite dialysis centre. Mental health services are provided across community and hospital settings in NALHN, including adult and older persons and forensic services.
NALHN Future Objectives:

Acute service changes within NALHN will result in the provision of more complex services to residents in the north, including the refocus of the **Lyell McEwan Hospital to become one of the three major adult tertiary hospitals in South Australia**.

The realignment of acute services and activity between the Central Adelaide Local Health Network (CALHN) and NALHN will increase the **self-sufficiency of NALHN to at least 80%** and **provide better access to care for residents in the north**.

*Reference: NALHN Annual Report: 2016-17*

**OBJECTIVES:**

*To expand services to provide an increased level of health and wellbeing for residents in the north and north east.*

*Continued development of NALHN’s highly skilled and valued workforce.*

*A continued commitment to patient safety and quality improvement activity across NALHN.*

*A strong commitment to high quality research acknowledging the valuable contribution to improving patient care and attracting leaders in the field to NALHN*

Further Detail on Key strategies and their relationship to SA Government objectives can be found in the
- NALHN Annual Report 2016-17
SA HEALTH

Mission:

To lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socio economic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

> We are committed to the values of integrity, respect and accountability.
> We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
> We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.
Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women’s and Children’s Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian’s have access to the best available health care in hospitals, health care centres and through GPs and other providers.
DIVISIONAL DIRECTOR-
SURGICAL SPECIALTIES &
ANAESTHETICS

POSITION PURPOSE

The Divisional Director (Medical) will be a full-time specialist who exercises clinical knowledge and experience to provide operational leadership and direction while maintaining a high level of clinical practice within the division. As a medical specialist, the Divisional Director (Medical), contributes to the provision of safe, best practice clinical services to patients of the division and to teaching / training of undergraduate and postgraduate students. Clinical academics are also eligible to apply for this role.

KEY RESPONSIBILITIES

The Divisional Director (Medical), in partnership with the Nursing / Midwifery Divisional Director is accountable for the strategic and operational leadership of the division and significantly contributes to the achievement of NALHN strategic objectives and the SA Health Strategic Plan 2017 to 2020.

The Divisional Directors will be jointly responsible for the development of service plans and Key Performance Indicators (KPIs) through working with the Chief Executive Officer, the Chief Operating Officer and the NALHN Strategic Executive and are charged with the responsibility of service delivery across NALHN. The Divisional Directors are also jointly accountable for holding and managing the divisional budget. The Medical and Nursing / Midwifery Divisional Directors will also be allocated individual responsibilities and accountabilities associated with the management of the division and their specific speciality.

**Strategic Leadership**
Accountable for providing strategic clinical leadership and advice including leading the integration of divisional services across NALHN consistent with new models of service provision and identifying innovative and alternative approaches to the provision of services. Assist in the implementation of major organisational changes, develop flexible working environments and integrate contemporary information and research evidence to support executive level decision making. Enhance and maintain NALHN effectiveness as a teaching hospital in relation to services.

**Management Accountability**
Accountable for managing the services of the division across NALHN which includes the implementation of identified service and business plans and leading the achievement of Key Performance Indicators, including financial targets and other identified deliverables.
Safety, Quality and Risk Management
Provide leadership and direction in line with NALHN policy and procedures to a variety of safety and quality improvement processes including responding to all incidents, ensuring recommendations arising from incident reviews are implemented and ensuring a focus on the patient / client is at the core of all services provided.

Human Resource Management
Responsible for the effective direction and management of human resources within span of control including workforce planning, credentialing and performance review and ensuring a safe and healthy work environment.

Clinical Services
Continue to provide clinical services associated with the clinical specialty area including inpatient ward work, involvement in investigations and procedures where appropriate and formal teaching of undergraduate medical students.

View the full scope of the major responsibilities of each Key Result Area in the Position Description.

SELECTION CRITERIA

1. Proven management / leadership skills in an environment of dynamic change and financial constraint; including the capacity to successfully motivate and lead professional groups to achieve best practice clinical outcomes.

2. Proven highly developed analytical skills; including the ability to make sound management decisions.

3. Proven highly developed communication, interpersonal and conflict resolution skills; including the capacity to establish and maintain productive working relationships with a diverse range of professional staff.

4. Demonstrated ability to achieve defined outcomes through a consultative and participatory management style.

5. Demonstrated experience in a Senior Clinical leadership role.

6. Demonstrated knowledge of public health system operations particularly as they relate to acute and primary health care services and a sound understanding of emerging directions within health services, nationally and internationally.

7. Knowledge of the political and socio-economic factors that impact on health services.

8. Demonstrated experience in the planning and provision of health services.

9. Demonstrated experience in working with consumers and carers.
10. Experience in the achievement of best practice by facilitating the development and application of relevant research findings.

For the complete list of Essential Minimum Requirements and desirable characteristics please refer to the Role Description.

QUALIFICATIONS

Educational/Vocational Qualifications:

- Appropriate Specialist Qualification for Consultant / Senior Consultant registered or eligible for registration as a Specialist with the Medical Board of South Australia.

CHALLENGES

Major challenges currently associated with the role include:

- Operating successfully in a large and diverse organisation with a high community profile and responsibility for delivering a wide range of services and outcomes.
- Leading and implementing systemic change, by embedding sustainable quality improvement.
- Working successfully with a diverse range of stakeholders, with diverse views and competing interests.
- Ability to be influential within a matrix structure where combinations of direct and professional reporting relationships exist.
- Influencing and working with other Directors to drive significant changes to clinical practice.
- Developing and sustaining partnerships across all levels of NALHN.
- Coordinating and prioritising the demanding and competing priorities of the position.

REPORTING & KEY RELATIONSHIPS

Direct Reports:

- Accountable to the Chief Executive Officer, NALHN
- Professionally accountable to the Executive Director of Medical Services NALHN
- Responsible for the management of senior medical officers within the division; includes providing professional advice and leadership
- Works in collaboration with the Nursing / Midwifery Clinical Divisional Director
- Jointly accountable for the governance and practice standards of the multi-disciplinary team within the division.
Internal:
- Core member of the NALHN Strategic Executive and participates as a core member of the NALHN Clinical Governance meeting.
- Has close working relationships with the Chief Operating Officer, Executive Director Nursing and Midwifery, other Executive Directors and Directors, the Division Business Manager and other senior officers of the Division.

External
- The Department for Health and Well-being and other government agencies, key community stakeholders and service providers.

View the Key Relationships /Delegations and Interactions in the Position Description
CANDIDATE INFORMATION PACK
DIVISIONAL DIRECTOR - SURGICAL SPECIALTIES & ANAESTHETICS, NALHN

KEY DATA

Staffing in Division 492.35 FTE (2018/19)
Annual Budget, Division $100 million (2018/19)
Service Location Elizabeth Vale, Lyell McEwin Hospital
Useful Links
- Role Description
- NALHN
- NALHN Annual Report 2016-17
- SA Health
- Organisational Charts
EMPLOYMENT TERMS & CONDITIONS

REMUNERATION

- $361,191 - $436,674 p.a. (pro-rata) - Consultant
- $413,746 - $495,147 p.a. (pro-rata) – Senior Consultant
(Please note eligibility for private practice billing earnings is in addition to the remuneration package)

CLASSIFICATION

MD2

SERVICE

Lyell McEwin Hospital

PRE-EMPLOYMENT PROBITY CHECKS

Information on a person’s suitability for appointment is obtained for all appointments. Potential appointees will be asked whether there are any reasons why they should not be appointed such as: Information on a person’s criminal history and other associated probity checks will be sought from those candidates whose application has progressed to shortlisting for interview.

Applicants unsure about the definition of disclosable criminal convictions or status of any criminal conviction may wish to seek legal advice in responding to the probity check questions. (A ‘disclosable’ conviction is one that is recorded by the court and has not been rehabilitated or spent under the Criminal Law (Rehabilitation of Offenders) Act 1986 and, in the case of Commonwealth convictions, the Crimes Act 1914 (Commonwealth), and does not breach the confidentiality provisions of the Youth Justice Act 1992.)

SA HEALTH

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Criminal and Relevant History Screening.

- Prescribed Positions under the Children’s Protection Act (1993) must obtain a satisfactory Criminal and Relevant History ‘child-related’ employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.

- Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for ‘Prescribed Positions’ under the Children’s Protection Act 1993 or ‘Approved Aged Care Provider Positions’ as defined under the Accountability Principles 2014 pursuant to the Aged Care Act 2007 (Cth).
• Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for Health Care Act employees.

• The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

HANDLING OF OFFICIAL INFORMATION

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

SA HEALTH WHITE RIBBON

SA Health has a position of zero tolerance towards men’s violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

CULTURAL COMMITMENT

NALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, NALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

RESILIENCE

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.
SA HEALTH PUBLIC SECTOR CODE OF ETHICS

View the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements that must be complied with by the incumbent.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

PERFORMANCE DEVELOPMENT

The incumbent will be required to participate in the organisation’s Performance Review & Development Program which will include a regular review of the incumbent’s performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.
HOW TO APPLY

The closing date for applications is Friday 24th of May 2019
The reference number to include in your application is H19_3038

For a confidential discussion, please contact Principal Consultant, Liz Hlipala

M: +61 (0)401 122 301
E: lhlipala@hardygroupintl.com

Please submit application documentation to Search Coordinator, Jane Mather

T: +61 (02) 9900 0108
E: jmather@hardygroupintl.com

Your application must include:

1. Completed HGI Application Form
2. Cover letter addressed to the search consultant;
3. A written response addressing the key selection criteria, found on page 10 & 11; and
4. An up to date copy of your Curriculum Vitae
REFEREES

You will need to provide details of three (3) professional referees. To do so, complete the relevant fields in the Candidate Profile. You should carefully consider who you select to approach to provide reference advice. Your current manager must be included. It is customary for referee reports to be requested after interview and if you are the preferred candidate, your permission will be requested prior to contacting your referees.

PERSONAL INFORMATION

HGI complies with the Privacy Act 1988 (Cth), all applications are treated by HGI in strict confidence, however in submitting an application you are extending permission to share your application with the Selection Panel.

Personal Information will be used to assess your suitability for appointment to this position. As part of the selection process, personal information will be dealt with in accordance with HGI’s Privacy Policy and the Information Privacy Act 2009.
THE LOCATION

Adelaide, South Australia

Sophisticated, cultured, neat-casual - is the self-image Adelaide projects.

Adelaide is the capital city of the state of South Australia, and the fifth-most populous city of Australia. In June 2017, Adelaide had an estimated resident population of 1,333,927. Adelaide is home to more than 75 percent of the South Australian population, making it the most centralised population of any state in Australia.

Adelaide is north of the Fleurieu Peninsula, on the Adelaide Plains between the Gulf St Vincent and the low-lying Mount Lofty Ranges which surround the city.

Adelaide’s compact size and unique history appeal to anyone looking for something a little bit different.

The city’s proximity to three great wine regions: The Barossa, The Clare and McLaren Vale and wilderness destinations, such as Kangaroo Island are a draw card to the area.

Once known as the City of Churches, Adelaide is now carving out a niche as a global party town, hosting major events such as the Adelaide Fringe, Womadelaide, Tour Down Under and Clipsal 500 motor event. The stylish refurbishment of the Adelaide Oval consolidates its role as a major sporting destination.

Multicultural flavours infuse Adelaide's restaurants; there's a pumping arts and live-music scene. There are still plenty of church spires here, but they are hopelessly outnumbered by pubs and a growing number of hip bars tucked away in lanes.

Helpful Sites for more Information on Adelaide:

https://southaustralia.com/
https://www.lonelyplanet.com/australia/south-australia/adelaide
SA Health Job Pack – Expressions of Interest

<table>
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<tr>
<th>Job Title</th>
<th>Medical Divisional Director - Surgical NALHN - Expressions of Interest</th>
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<tbody>
<tr>
<td>Job Number</td>
<td>645323</td>
</tr>
<tr>
<td>Applications Closing Date</td>
<td>Friday, 23 February 2018</td>
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<tr>
<td>Region / Division</td>
<td>Northern Adelaide Local Health Network</td>
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<td>Health Service</td>
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<tr>
<td>Location</td>
<td>Elizabeth Vale</td>
</tr>
<tr>
<td>Classification</td>
<td>MD2</td>
</tr>
<tr>
<td>Job Status</td>
<td>Full time contract up to 7 April 2023</td>
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Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Child Related Employment Screening - DCSI
- Vulnerable Person-Related Employment Screening - NPC
- Aged Care Sector Employment Screening - NPC
- General Employment Probity Check - NPC

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

Contact Details

<table>
<thead>
<tr>
<th>Full name</th>
<th>Scott McMullen, Chief Operating Officer NALHN</th>
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</thead>
<tbody>
<tr>
<td>Phone number</td>
<td>81829230</td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:Scott.McMullen@sa.gov.au">Scott.McMullen@sa.gov.au</a></td>
</tr>
</tbody>
</table>
Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- A covering letter of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- A current Curriculum vitae/Resume that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.


  - The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
  - Information for Applicants
  - Criminal History Assessment requirements

Northern Adelaide Local Health Network (LHN)

JOB AND PERSON SPECIFICATION

<table>
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<tr>
<th>TITLE OF POSITION:</th>
<th>ADMINISTRATIVE UNIT:</th>
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<tr>
<td>Divisional Director</td>
<td>SA Health - Northern Adelaide Local Health Network</td>
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<tr>
<td>Classification: MD2</td>
<td>Health Unit:</td>
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<tr>
<td>Classification Reviewed:</td>
<td>Clinical Division: Surgery</td>
</tr>
<tr>
<td>Position Created: July 2017</td>
<td>Department / Section:</td>
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<tr>
<td>Position No:</td>
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Job and Person Specification Approval

_________________________________________     _____/_____/_____
CEO or Delegate       Date

JOB SPECIFICATION

PREAMBLE

The implementation of the National Health Reform in 2011 saw the establishment of five Local Health Networks across SA intended to promote, maintain and restore the health of the communities they serve.

The Northern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 3,800 skilled staff provide high quality patient care, education, research and health promoting services.
The Northern Adelaide Local Health Network (NALHN) provides a range of acute and sub-acute health services for people of all ages and covers 16 Statistical Local Areas and four Local Government Areas (one of which crosses the Central Adelaide Local Health Network) and includes the following:

- Lyell McEwin Hospital
- Modbury Hospital
- Sub-Acute
- GP Plus Health Care Centres and Super Clinics
- Aboriginal Health Care Services
- Mental Health Services (including two statewide services – Forensics and Older Persons)

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state-wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

Strategic and operational leadership of Divisions is jointly provided by the Medical and Nursing / Midwifery Divisional Directors.

**SUMMARY OF THE BROAD PURPOSE OF THE POSITION (and its responsibilities/duties)**

The Divisional Director (Medical), in partnership with the Nursing / Midwifery Divisional Director, is jointly accountable for the strategic and operational leadership of the division and significantly contributes to the achievement of NALHN strategic objectives and South Australia’s Health Care Plan.

The Divisional Directors will be jointly responsible for the development of service plans and Key Performance Indicators (KPI’s) through working with the Chief Executive Officer and the NALHN Planning and Performance Council and are charged with the responsibility of service delivery across NALHN. The Divisional Directors are also jointly accountable for holding and managing the divisional budget.

The Medical and Nursing / Midwifery Divisional Directors will also be allocated individual responsibilities and accountabilities associated with the management of the division and their specific speciality. The Divisional Director (Medical) will be a full-time specialist who exercises clinical knowledge and experience to provide operational leadership and direction while maintaining a high level of clinical practice within the division. As a medical specialist, the Divisional Director (Medical) contributes to the provision of safe, best practice clinical services to patients of the division and to teaching / training of undergraduate and postgraduate students. Clinical academics will be eligible to apply for this role.

Where the Divisional Director is located at one site they will also assume the daily management of those services but will delegate to the other site the daily operations of these services whilst working within the service directions and KPI’s of the Plan.

**HANDLING OF OFFICIAL INFORMATION**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or
disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

### REPORTING/WORKING RELATIONSHIPS
(to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation)

The Divisional Director (Medical)
- Accountable to the Chief Executive Officer, NALHN, for the strategic clinical leadership of the division, including the Strategic Operation Plan, strategic operational performance, and service and business plans. Also accountable for the daily operational leadership of the division such as the implementation and management of service plans, care delivery, quality professional leadership, education and training, safety and quality, human resources, clinical standards and governance, patient flow and for achieving the division’s KPI’s, and holding and managing the divisional budget.
- Professionally accountable to the Executive Director of Medical Services NALHN
- Works in collaboration with the Nursing / Midwifery Clinical Divisional Director
- Has close working relationships with the Executive Director Nursing and Midwifery, other Executive Directors and Directors, the Division Business Manager, senior officers of the Division, the Department of Health and Ageing, other government agencies, key community stakeholders and service providers.
- Participates as a member of the NALHN Executive and provides high level clinical advice that contributes to service planning and assists in the development / implementation of clinical networks, state-wide plans and clinical senate recommendations and their plans.
- Participates as a core member of the NALHN Planning and Performance Council.
- Responsible for the management of senior medical officers within the division; includes providing professional advice and leadership.
- Jointly accountable for the governance and practice standards of the multi-disciplinary team within the division.

### 4. SPECIAL CONDITIONS
(such as non-metropolitan location, travel requirements, frequent overtime, etc)

- Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.
- The incumbent will be required to participate in the organisation’s annual Performance Review & Development Program.
- May be required to work within other locations of the Northern Adelaide LHN.
- Some out of hours work may be required.
- Must support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
- May be required to undertake a health assessment prior to commencement.
- Must comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers.

### STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES
(group in to major areas of responsibility / activity and list in descending order of importance)

**Strategic Leadership**

The Divisional Director (Medical), will be accountable for providing strategic clinical leadership and advice to the Chief Executive Officer by:

- Significantly contributing to NALHN strategic planning, consistent with NALHN strategic and operational objectives, integrated health care delivery and the SA Health Care Plan.
- Providing strong leadership within the clinical service, fostering an environment that inspires staff to set direction for and continually improve services.
- Leading the integration of divisional services across NALHN consistent with new models of service provision and identifying innovative and alternative approaches to the provision of services.
- Interpreting and implementing relevant National and State Strategic directions relevant to the division, within the service.
Ensuring effective stakeholder relationships within and external to NALHN by initiating, developing and maintaining appropriate working relationships with staff and key stakeholders, including the community in the provision and planning of services.

Assisting in the implementation of major organisational changes in partnership with NALHN senior managers including assisting in the development and implementation of workforce reform including new work roles by working collaboratively with key stakeholders across NALHN.

Developing flexible working environments that are responsive to the changing needs and profile of the consumer and changes in service delivery and multidisciplinary care, ensuring that resources are maximised to meet the operational needs of the hospital.

Integrating contemporary information and research evidence with personal knowledge and experience to support executive level decision making.

Enhancing and maintaining NALHN effectiveness as a teaching hospital in relation to services by developing and fostering effective working relationships with universities and educational institutions, professional bodies, and other government and non-government agencies.

Management Accountability

The Divisional Director (Medical), will be accountable for managing the services of the division across NALHN which includes the implementation of identified service and business plans, the achievement of Key Performance Indicators (KPIs – including financial targets) and other identified deliverables, by:

- Developing policies and practices which provide clinical engagement in the management of the Division and the development of inter-disciplinary clinical teams.
- Providing corporate management of medical services within the division.
- Continually evaluating the services provided including quality and safety performance in order to monitor standards of care and determine whether service priorities are being addressed.
- Recommending the redistribution of resources and reconfiguration of services where appropriate across NALHN.
- Developing and overseeing operational contingency plans for managing patient flow, demand / capacity, specifically throughout periods of high demand.
- Ensuring compliance with the various legislative and accreditation requirements required by the Department of Health and Ageing (specifically EQuIP).
- Ensuring the cost effective provision of health services within the division including monitoring and controlling the Division’s expenditure in compliance with NALHN budgeting and legal requirements.
- Actively promoting a culture of performance accountability, review and evaluation, feedback, team work, risk management, collaboration and continuous improvement.
- Providing line management for staff within the Division including performance management and discipline matters.
- Fostering the continued growth of clinical research.
- Initiates and oversees innovations, systemic change processes, and coordination of responses to medical practices and health service needs within the division.
- Leading the development and ensuring the effectiveness of systems to support, evaluate and consistently improve team practice and healthy work environments.

Safety, Quality and Risk Management

The Divisional Director (Medical), will provide leadership and direction in line with NALHN policy and procedures to a variety of safety and quality improvement processes including:

- Ensuring compliance with systems to respond to all incidents in line with NALHN policy.
- Monitoring and reporting all incidents.
- Ensuring recommendations arising from incident reviews are implemented.
- Ensuring safe practices in regard to all services within the organisation.
- Ensuring a focus on the patient / client is at the core of all services provided.
- Identification, assessment, review of controls and action planning in relation to organisational corporate and clinical risks within the Division.

Human Resource Management

The Divisional Director (Medical) is responsible for:

- Contributing to workforce planning to ensure the Division has a skilled and experienced workforce that reflects cultural diversity (and specific growth in the targeted population groups including Aboriginal workforce).
Ensuring staff are appropriately credentialed and work within their scope of practice.
Ensuring quality outcomes are achieved through the empowerment of staff and the effective use of performance review and development.
Ensuring the promotion and implementation of a safe, productive and healthy work environment across the NALHN in line with the commitment to the attraction, retention and development of staff to support the achievement of the NALHN strategic objectives and the health reform agenda.
Ensuring that a safe and healthy work environment, free from discrimination is provided for employees by:
  - Implementing departmental human resource policies
  - Ensuring compliance with NALHN human resource and occupational health safety and welfare policies
  - Ensuring that the principles of Equal Employment Opportunity and Ethical Conduct are a normal part of doing business
  - Effectively managing workplace relations issues as they arise

Clinical Services
The Medical Divisional Director (Medical), is expected to continue to carry out the clinical duties associated with their existing position including, where appropriate:

  - Provision of inpatient ward work including ward rounds, consultations, procedures, quality assurance activities and discharge planning.
  - Involvement in investigations and procedures where appropriate.
  - Formal teaching of undergraduate medical students through tutorials, problem solving exercises ward rounds and outpatients.
  - Assuming responsibility for own professional development and maintenance of professional standards.

Acknowledged by Occupant:______________________________   Date:_____/_____/______
PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (those characteristics considered absolutely necessary)

Educational/Vocational Qualifications

- Appropriate Specialist Qualification for Consultant / Senior Consultant registered or eligible for registration as a Specialist with the Medical Board of South Australia.

Personal Abilities/Aptitudes/Skills

- Proven management / leadership skills in an environment of dynamic change and financial constraint; including the capacity to successfully motivate and lead professional groups to achieve best practice clinical outcomes
- Proven highly developed analytical skills; including the ability to make sound management decisions
- Proven highly developed communication, interpersonal and conflict resolution skills; including the capacity to establish and maintain productive working relationships with a diverse range of professional staff
- Demonstrated ability to achieve defined outcomes through a consultative and participatory management style
- Demonstrated commitment to the principles and practices of Equal Employment Opportunity and Ethical Conduct, and an understanding of, experience in, and ability to manage to the spirit and principles of the Premier’s Safety Commitment and the legislative requirements of the Occupational Health Safety and Welfare Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards.

Experience

- Demonstrated experience in a Senior Clinical leadership role
- Demonstrated experience in the planning and provision of health services
- Demonstrated experience in working with consumers and carers
- Experience in the achievement of best practice by facilitating the development and application of relevant research findings.

Knowledge

- Demonstrated knowledge of public health system operations particularly as they relate to acute and primary health care services and a sound understanding of emerging directions within health services, nationally and internationally
- Knowledge of the political and socio-economic factors that impact on health services
- Sound knowledge of principles and procedures as they relate to Occupational Health, Safety & Welfare and Quality Management
**DESIRABLE CHARACTERISTICS** (To distinguish between applicants who have met all essential requirements)

**Educational/Vocational Qualifications** (considered useful in carrying out the responsibilities of the position)

- Relevant postgraduate qualifications

**Personal Abilities/Aptitudes/Skills**

- Demonstrated commitment to education, training and research

**Experience**

- Experience in representing the health sector across the continuum
- Experience in planning workforce requirements
- Experience in negotiating with clinical leaders

**Knowledge**

- Understanding of ATSI / vulnerable populations health issues and effective population health, primary health, secondary and tertiary services, particularly in the catchment of NALHN

**Other details**
The Department of Health values have an influence on the people we employ

Every organisation has values that govern the way people are treated and the way decisions are made. The Department’s Strategic Plan identifies the values that guide our behaviours. These behaviours apply to all employees and govern the way people in the organisation are treated, the way decisions are made and how we provide our services.

These values are used in day to day communication and interaction between all employees and are linked to the whole of government Code of Conduct, Performance Development, Job and Person Specifications and Department of Health Employment Conditions.

Department of Health Organisational Values are:

Honesty
We show honesty by speaking truthfully, within the boundaries of confidentiality. This is shown in our dealings within the Department and with our consumers and partners by: saying what we mean and meaning what we say, keeping our promises, telling the truth tactfully, providing honest feedback and answers and admitting to mistakes.

Respect
We show respect by speaking and acting with courtesy. We treat others with dignity and use culturally appropriate ways of communicating. This is shown in our dealings within the Department and with our consumers and partners by: treating everyone fairly, communicating so people can understand, listening to others, and seeking and providing feedback.

Integrity
We show integrity by honouring our values and the rules of our department, government and nation. This is shown in our dealings within the department and with our consumers and partners by: doing the right thing, abiding by the values, standing up for what we believe in, and taking responsibility for our mistakes.

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I _______________________________ have the ability and commitment to behave consistently with the stated values of the Department of Health.

__________________________________             /       /

Signature

Please complete and return attached to your application to the nominated person

“The right people with the right skills in the right place at the right time”