



Sydney Children's Hospitals Network

Mental Health Services

Consultation Document

March 2026

Table of Contents

Table of Contents.....	2
Background.....	3
Current Status.....	3
Case for Proposed Changes to Organisational Structure.....	4
Proposed Structure and Reporting Arrangements.....	5
Current Structure: Mental Health.....	7
Affected Positions.....	8
Phase 1 - Restructure the Mental Health Leadership Team.....	8
Phase 2 - Establish Team Leader (medical) and Team Leader positions for each team within the Service and change reporting lines for Clinical Nurse Consultants.....	8
Proposed New Positions (within existing FTE).....	9
Proposed reporting line changes for Clinical Nurse Consultants.....	11
Proposed Structure.....	13
Method of Filling Positions in the Proposed Structure.....	14
Timeline.....	14
Employee Assistance Program.....	14
Feedback.....	15
Appendix.....	16

Background

The Mental Health Service ('the Service') is part of the Priority Populations Stream at Sydney Children's Hospitals Network (SCHN) and provides multidisciplinary care and treatment for children and young people with a range of mental health conditions. The Service operates across both Sydney Children's Hospital, Randwick (SCH) and The Children's Hospital at Westmead (CHW), and clinical services include a range of sub-speciality mental health services, acute inpatient services and mental health consultation and liaison services. The Service provides tertiary statewide advocacy, leadership, and capacity building for mental health services for children and young people.

Current Status

In 2024, an interim Mental Health Leadership Structure for the Service was designed and implemented following an external review ('the review') that occurred in 2023.

The objectives of the interim structure were to:

- a) Provide clear operational and professional accountability lines for all staff.
- b) Promote collaboration between teams at a site level and Network level, as relevant.
- c) Clear assignment of portfolios for those in management positions.
- d) Designate responsibility for overall operational management for the Service.

To address the objectives of the review, several changes were implemented:

- a) Director Mental Health and Network Head of Department positions were combined in 2024 to ensure synergy between the operational and strategic direction of the SCHN Mental Health Service.
- b) Site-based Clinical Director positions were temporarily established in 2024 to enhance site-based clinical escalation pathways, clinical governance, clinical design, and coordinated service provision at both hospitals.
- c) Operations Manager Mental Health position was temporarily established in 2025 to support Service-wide operations and the provision of consistent, reliable, high quality, and effective service delivery.
- d) Co-Head Allied Health Manager, a vacant position, remained unfilled due to the temporary establishment of the Operations Manager Mental Health position.
- e) Co-Head Medical, a vacant position, remained unfilled due to the temporary establishment of the site-based Clinical Director position.
- f) Updated staff reporting lines, consistent with broader SCHN restructure changes:
 - a. **Nursing:** Mental Health Nurse Manager or Operations Manager Mental Health (role dependent) with professional reporting to the Mental Health Nurse Manager.
 - b. **Allied Health and Peer Work:** Operations Manager Mental Health with professional reporting to the relevant professional lead.
 - c. **Administrative staff:** Operations Manager Mental Health.
 - d. **Medical:** site-based Clinical Directors.
 - e. **Project, research, and data staff:** Operations Manager Mental Health.

Case for Proposed Changes to Organisational Structure

In July and August 2025, the interim structure was evaluated to understand whether the structure was meeting the intended objectives. The evaluation was underpinned by a series of one-on-one interviews with stakeholders both within the Service and external to the Service, including the Executive Director Clinical Operations, Director of Clinical Operations (SCH and CHW), Network Director - Allied Health, Site Directors - Allied Health (SCH and CHW), Director of Nursing (SCH and CHW), Clinical Stream Directors Priority Populations (medical and non-medical) and the Mental Health Leadership Team.

A Service-wide survey was distributed, and 43 responses were received. Staff had the opportunity to express interest to participate in an interview, consequently several interviews occurred.

The evaluation findings highlight that whilst some of the review objectives have been met, further refinements are required for the structure to better meet its intended purpose, positioning the Service to lead paediatric mental health care now and into the future.

Overview of evaluation findings:

- **Strengthened site-based clinical escalation:** The introduction of site-based Clinical Directors has enhanced timely, coordinated and locally responsive clinical decision-making. These roles were consistently identified as integral to effective site-based governance.
- **Improved operation management:** The introduction of the Operations Manager Mental Health position has significantly strengthened Service-wide operational and people management, supporting consistent, reliable and high-quality service delivery.
- **Role clarity concerns:** Some confusion regarding the roles and responsibilities of the Director, Mental Health, site-based Clinical Directors, Operations Manager Mental Health, and Mental Health Nurse Manager. Stakeholders expressed a clear preference for streamlined leadership and clearer portfolio delineation.
- **Discipline-specific representation:** The existing leadership structure does not consist of any positions that include Allied Health classifications. In alignment with the broader SCHN structure, professional line management for Allied Health staff is supported by the relevant professional Head of Department. Nonetheless, the importance and value of supporting career development and opportunities for all clinical and non-clinical staff within the Service was identified.
- **Education and capability development:** There is an identified need for consistent and sustainable mental health education, workforce upskilling, and capacity building across SCHN to meet the changing nature of paediatric mental health presentations.
- **Inconsistent team leadership structures:** Variations in leadership models across teams has led to inconsistent processes and staff experiences. Several teams have Team Leader positions undertaking some Team Leader responsibilities, with line management overseen by the Operations Manager Mental Health or Mental Health Nurse Manager for non-medical positions and site-based Clinical Director for medical positions (see: Interim structure). Consistent leadership structures across all teams is viewed as important to support consistent operational processes and clear communication pathways.

Proposed changes:

To strengthen the leadership, governance and service needs of the Mental Health Service the following changes are proposed:

- Re-establish the Director, Mental Health position as a distinct role. Noting this role is part of the SCHN Executive Leadership Team.

- Restructure the site-based Clinical Director positions to site-based Heads of Department (SCH, CHW).
- Establish the Operations Manager Mental Health position as a permanent role and change the reporting line to the Clinical Stream Director, Priority Populations.
- Restructure the Mental Health Nurse Manager position to Priority Populations Nurse Manager.
- Changing reporting lines for Clinical Nurse Consultants in the Service to operationally report to the Operations Manager Mental Health and professionally report to the Priority Populations Nurse Manager.
- Implement Team Leader (medical) and Team Leader positions for each team within the Service.
- Delete the Network Head of Department position.
- Delete the Co-Head Allied Health Manager and Co-Head Medical positions, acknowledging these positions are not occupied in the interim structure.

The proposed changes do not result in any redundancies, FTE or grading changes.

Proposed Structure and Reporting Arrangements

The proposed structure is designed to ensure the Service is positioned to deliver high-quality, evidence-based, consistent, and sustainable mental health care now and into the future. The structure supports clearly defined portfolios, roles, and responsibilities, enabling consistent and streamlined operations across the Service at both the leadership and team level.

It is recognised that a risk associated with undertaking a restructure is resistance to change due to uncertainty about the proposed structure.

To mitigate this, the proposed restructure will be implemented in a phased approach and underpinned by robust change management principles. Further, the structure will be evaluated post-implementation to assess the impacts of the restructure, including the impacted positions, measure progress against intended objectives, and determine whether the changes are effective and sustainable.

Phase 1 – Restructure the Mental Health Leadership Team

Phase 1 is the establishment of a streamlined Mental Health Leadership Team structure with clear role delineation and accountabilities.

To achieve this, the following changes will occur:

- Reestablishing the Director, Mental Health as a standalone position to enable focus on the strategic direction of the Service, including strategic planning, proactive service development to meet the evolving population needs, and alignment between future-focused local and statewide initiatives. This role is part of SCHN's Executive Leadership team.
- Restructuring the site-based Clinical Director positions into site-based Heads of Department (CHW and SCH) to ensure site-specific clinical escalations continue to be supported and synergy exists between site-based operations and the strategic direction of the Service. These positions will work in close collaboration with the Director, Mental Health, yet have distinct portfolios. The Heads of Department positions will report to the Clinical Stream Director, Priority Populations.
- Establishing the Operations Manager Mental Health position as a permanent role, recognising the significant influence of this position in supporting operations. This role will have a changed reporting line to the Clinical Stream Director, Priority Populations.

- Restructuring the Mental Health Nurse Manager position to Priority Populations Nurse Manager. The proposed introduction of the Priority Populations Nurse Manager position will oversee professional management of Clinical Nurse Consultants and team-based nursing staff within the Stream, aligning with the nursing governance across the Clinical Operations Directorate. This Priority Populations Nurse Manager position will report to the Clinical Stream Director, Priority Populations.
- Deleting the Network Head of Department position due to restructure of the site-based Clinical Director positions and the introduction of site-based Heads of Department (CHW and SCH).
- Deleting the Co-Head Allied Health Manager and Co-Head Medical positions, acknowledging these positions are not occupied in the interim structure.

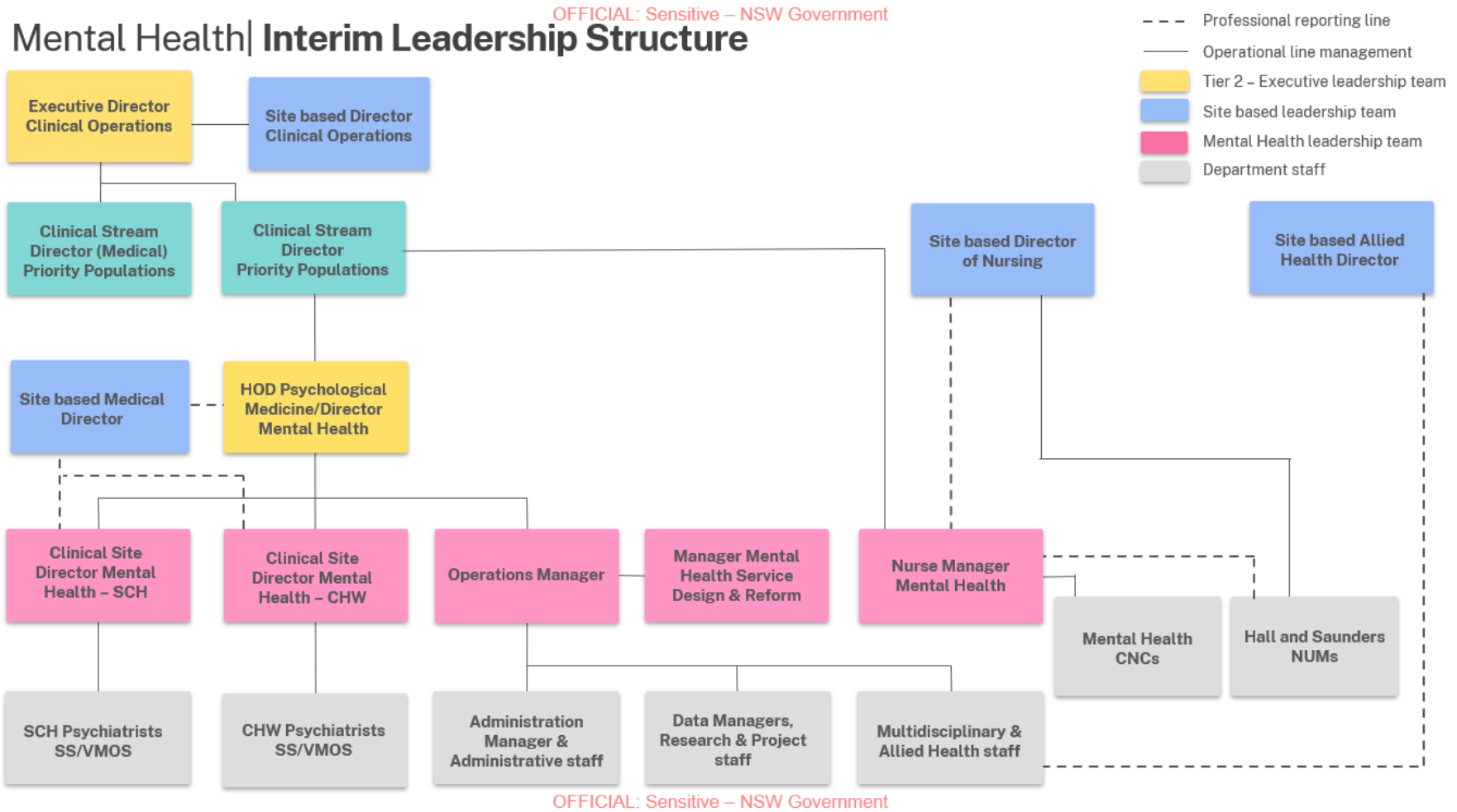
Following the finalisation of Phase 1, Phase 2 will be implemented.

Phase 2 – Establish Team Leader (medical) and Team Leader positions for each team within the Service and change reporting lines for Clinical Nurse Consultants.

The proposed restructure will establish formalised Team Leader (medical) and Team Leader positions with updated position descriptions reflecting the relevant award. The Team Leader (medical) positions will report to the respective Head of Department, and the Team Leader positions will report to the Operations Manager Mental Health.

Following the restructure of the Mental Health Nurse Manager position, Clinical Nurse Consultants will have a changed operational reporting line to the Operations Manager Mental Health. As of 23 December 2025, this reporting line is already in effect due to the vacancy in the Mental Health Nurse Manager position. Clinical Nurse Consultants and team-based nursing staff in the Service and within the Priority Populations Stream will have a professional reporting line to the Priority Populations Nurse Manager position.

Current Structure: Mental Health



Affected Positions

Phase 1 - Restructure the Mental Health Leadership Team

Position	FTE	Classification	Comment on position relative to restructure	Position Status
Director, Mental Health	0.2	Staff Specialist	Reestablish. <i>Acknowledging this position was combined with Network Head of Department in the interim structure.</i>	Occupied
Site-based Clinical Director SCH	0.2	Staff Specialist	Restructure to Head of Department, SCH Change in reporting line to Clinical Stream Director, Priority Populations.	Temporarily occupied until 30/06/2026
Site-based Clinical Director CHW	0.2	Staff Specialist	Restructure to Head of Department, CHW Change in reporting line to Clinical Stream Director, Priority Populations.	Temporarily occupied until 30/06/2026
Operations Manager Mental Health	1.0	Health Service Manager level 4	Establish position permanently. Change in reporting line to Clinical Stream Director, Priority Populations.	Temporarily occupied until 05/06/2026
Mental Health Nurse Manager	1.0	Nurse Manager Grade 4	Restructure to Priority Populations Nurse Manager.	Vacant due to resignation
Co-Head Allied Health Manager	1.0	Allied Health level 7	Delete. <i>Acknowledging this position is not occupied in the interim structure.</i>	Vacant due to resignation
Co-Head Medical	0.2	Staff Specialist	Delete. <i>Acknowledging this position is not occupied in the interim structure.</i>	Vacant due to resignation

Note:

- Psychiatrists who currently report to the site-based Clinical Director (SCH, CHW) will report to the Head of Department (SCH, CHW).

Phase 2 - Establish Team Leader (medical) and Team Leader positions for each team within the Service and change reporting lines for Clinical Nurse Consultants.

Proposed New Positions (within existing FTE)

Position	FTE	Classification	Description
SCH			
Consultation Liaison Team Leader	0.2	Senior Clinical Psychologist within Health and Community Employees' Psychologists (State) Award 2025, Health Professional Level 4 within the NSW Health Service Health Professionals (State) Award 2025, Clinical Nurse Consultant grade 2 or grade 3 within the Public Health System Nurses' and Midwives' (State) Award 2023.	Dedicated Team Leader position within existing FTE. Incumbent will have 0.2 of their existing FTE allocated to Team Leader duties.
Consultation Liaison Team Leader (medical)	0.2	Staff Specialist	Dedicated Team Leader position within existing FTE. Incumbent will have 0.2 of their existing FTE allocated to Team Leader duties.
CHW			
Consultation Liaison Team Leader	0.2	Senior Clinical Psychologist within Health and Community Employees' Psychologists (State) Award 2025, Health Professional Level 4 within the NSW Health Service Health Professionals (State) Award 2025, Clinical Nurse Consultant grade 2 or grade 3 within the Public Health System Nurses' and Midwives' (State) Award 2023.	Dedicated Team Leader position within existing FTE. Incumbent will have 0.2 of their existing FTE allocated to Team Leader duties.
Consultation Liaison Team Leader (medical)	0.2	Staff Specialist	Dedicated Team Leader position within existing FTE. Incumbent will have 0.2 of their existing FTE allocated to Team Leader duties.
Safeguards Team Leader (medical)	0.2	Staff Specialist	Dedicated Team Leader position within existing FTE. Incumbent will have 0.2 of their existing FTE allocated to Team Leader duties.

Neurodevelopmental Team Leader	0.2	Senior Clinical Psychologist within Health and Community Employees' Psychologists (State) Award 2025, Health Professional Level 4 within the NSW Health Service Health Professionals (State) Award 2025, Clinical Nurse Consultant grade 2 or grade 3 within the Public Health System Nurses' and Midwives' (State) Award 2023.	Dedicated Team Leader position within existing FTE. Incumbent will have 0.2 of their existing FTE allocated to Team Leader duties.
Neurodevelopmental Team Leader (medical)	0.2	Staff Specialist	Dedicated Team Leader position within existing FTE. Incumbent will have 0.2 of their existing FTE allocated to Team Leader duties.

Note:

- Safeguards and Safe Haven have established Team Leader positions and recruitment occurred in accordance with the NSW Health Policy Directive PD2023_024 Recruitment and Selection of Staff to the NSW Health Service.
- Consultation for the Eating Disorders Service restructure was undertaken between October and November 2025. The proposed Team Leader (medical) and Team Leader position descriptions will apply to the newly established Team Leader roles across the SCHN Eating Disorders teams.



Proposed reporting line changes for Clinical Nurse Consultants

Operational reporting

Following the recruitment to the Operations Manager Mental Health position, Clinical Nurse Consultants in the Service will have a changed operational reporting line to this position. As of 23 December 2025, this reporting line is already in effect due to the vacancy in the Mental Health Nurse Manager position.

Professional reporting

Following the establishment of the Priority Populations Nurse Manager position, Clinical Nurse Consultants in the Mental Health Service and the Priority Populations Stream, alongside team-based nursing staff, will have a professional reporting line to the Priority Populations Nurse Manager position.

The proposed reporting line changes impacts Clinical Nurse Consultants in the following teams:

Mental Health

Site	Positions and FTE	Comment on position relative to restructure
SCH	<ul style="list-style-type: none"> CNC 1: 1.0 FTE CNC 2: 5.74 FTE 	<p>Changed reporting line to the Operations Manager Mental Health.</p> <p>Changed professional reporting line to Priority Populations Nurse Manager.</p>
CHW	<ul style="list-style-type: none"> CNC 1: 1.0 FTE CNC 2: 7.72 FTE CNC 3: 1.0 FTE 	<p>Changed reporting line to the Operations Manager Mental Health.</p> <p>Changed professional reporting line to Priority Populations Nurse Manager.</p>

Adolescent Medicine Unit

Site	Positions and FTE	Comment on position relative to restructure
SCH	<ul style="list-style-type: none"> CNC 2: 1.0 FTE 	<p>No change to operational reporting line.</p> <p>Changed professional reporting line to Priority Populations Nurse Manager.</p>
CHW	<ul style="list-style-type: none"> CNC 1: 1.8 FTE CNC 2: 1.0 FTE 	<p>No change to operational reporting line.</p>

		Changed professional reporting line to Priority Populations Nurse Manager.
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Refugee Health

Site	Positions and FTE	Comment on position relative to restructure
CHW	<ul style="list-style-type: none"> CNC 2: 0.8 FTE 	<p>No change to operational reporting line.</p> <p>Changed professional reporting line to Priority Populations Nurse Manager.</p>

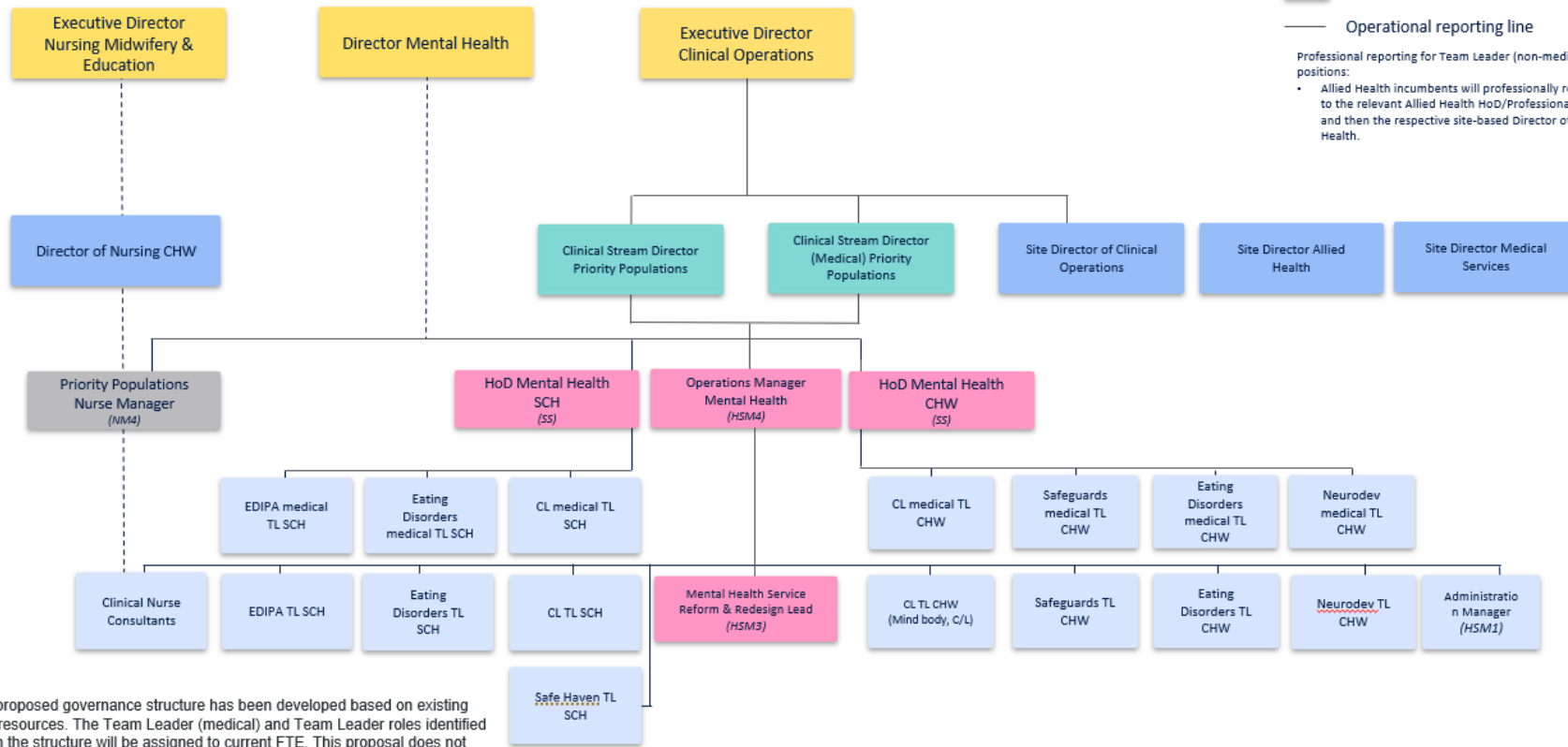
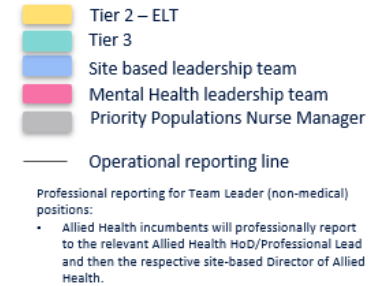
Further, team-based nursing staff within the Priority Populations Stream will professionally report to the Priority Populations Nurse Manager position.



Proposed Structure

OFFICIAL: Sensitive – NSW Government

Mental Health Services | Proposed Leadership Structure



Note:

- The proposed governance structure has been developed based on existing FTE resources. The Team Leader (medical) and Team Leader roles identified within the structure will be assigned to current FTE. This proposal does not constitute a request for additional staffing resources.

OFFICIAL: Sensitive – NSW Government

Method of Filling Positions in the Proposed Structure

The Head of Department (SCH and CHW), Operations Manager Mental Health, Priority Populations Nurse Manager, Team Leader (medical), and Team Leader positions for each team will be advertised with a merit-based recruitment process in line with NSW Health Policy Directive PD2023_024 *Recruitment and Selection of Staff to the NSW Health Service*.

The proposed changes will be managed as per the NSW Health Policy Directive *Managing Excess Staff of the NSW Health Service* (PD2012_021), noting that no redundancy is being proposed or supported as part of this proposal.

Timeline

Stage		Timeline
1	Meeting with staff to provide overview of the proposal and notification to Unions of the proposal	30 March 2026
2	Continue to work with staff who may be affected re options	Ongoing
3	Consultation period closes	13 April 2026
4	Consideration of staff and union feedback	14 April 2026
5	Final structure incorporating any changes identified during consultation	17 April 2026
6	Communication of new structure	22 April 2026
7	Implementation of Phase 1 changes	13 May 2026
8	Implementation of Phase 2 changes	9 June 2026

Employee Assistance Program

Employee Assistance Program (EAP) is a free strictly confidential and professional counselling service provided by the Sydney Children's Hospitals Network to all staff. Staff can access the program by contacting *TELUS Health* on 1800 454 713.

Feedback

Enquiries and feedback on the proposed structure or consultation process should be addressed to:

Deanna Darwall

Clinical Stream Director, Priority Populations

Deanna.Darwall@health.nsw.gov.au

0417 500 529

Appendix

Proposed position description	Page number
Head of Department	17
Operations Manager - Mental Health Service	20
Priority Populations Nurse Manager	28
Team Leader (medical) – Mental Health Service	36
Team Leader – Mental Health Service	42

Role Description

Medical Head of Department

Agency	Sydney Children's Hospitals Network
Location	Randwick/Westmead
Classification/Grade/Band	Staff Specialist, Visiting Medical Officer of Dental Specialist
Date of Approval	June 2023
Agency Website	www.schn.health.nsw.gov.au

Primary purpose of the role

The Medical Head of Department will work collaboratively with the multi-disciplinary health care team and consumers of the Sydney Children's Hospitals Network (SCHN) to effectively deliver clinical services. The Medical Head of Department will provide role modelling, mentorship and leadership in the achievement of excellence in clinical practice, ensuring that Departmental:

- Resources are focused on delivering excellent clinical care to children and supporting their carers and families
- Research and teaching is at a high standard
- Plans are congruent with financial resources
- Activities include advocacy for children and the clinical service
- Quality activities are implemented and a collaborative culture is developed with staff, VMOs and consumers
- Compliance with policies/guidelines, resource management, Health and SCHN strategies and core values

COVID-19 Vaccination Compliancy

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). Additionally, Category A workers are required to receive a booster dose three months after completing the primary course of COVID-19 vaccinations. New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate (IM011 immunisation medical exemption form) certifying the worker cannot have any approved COVID-19 vaccines available in NSW.

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations. For Category A applicants, if dose 3 is not yet due they can sign the undertaking form to confirm they will receive the vaccine within 6 weeks of the dose due date.

Key accountabilities

Clinical

- Ensure safe practice by promoting partnerships between professional team members and families in care planning and decision-making.
- Plan and develop clinical services and models of care consistent with the framework outlined in the SCHN Clinical Services Plan.
- Ensure all members of the Department pursue and achieve excellence in the care of sick children.
- Monitor and respond to existing and evolving health care needs. Continue to develop and promote internationally renowned services and communicate a range of child health information to parents, carers and other professionals.
- Review the care processes and streamline services to optimise the quality of care and clinical standards.

- Encourage evidence based clinical decision making. Tailor services to meet the needs of children and families from diverse social, cultural and linguistic backgrounds.
- Ensure resources and activities are prioritised to meet the needs of children with serious and complex illness whose care is unable to be provided for by other health care services.
- Promote preventive health measures and collaborate with other agencies in reviewing the health needs of children, young people and their families.
- Listen and respond to families and children who use our services recognising and providing for the needs of children from all cultural backgrounds.
- Emphasise a multi-disciplinary team approach to care across the spectrum of child health and give priority to projects that have outcomes with high clinical significance and relevance.

Strategic and Operational Planning

- Partner with the Planning Team and Clinical Program Directors to develop and implement a service plan, in collaboration with relevant others, that is consistent with the SCHN Strategic Plan, Operational Plan, Quality Strategic Plan, Workforce Strategic Plan and other health plans that influence the SCHN; including integration with secondary and primary Care, statewide models, transitioning of patients and providing services where appropriate close to home.
- Ensure the Department involves families, children, young people and other consumers in evaluation and planning processes.

Operational

- Provide leadership in the development and maintenance of operational resources to support and enhance patient care.
- Ensure annual performance appraisals are conducted with all Department staff members, including staff specialists and VMOs.
- Ensure staff are appropriately qualified and credentialed to deliver high quality care and have undertaken all appropriate mandatory training.
- Provide reports or information to areas of the SCHN as required.
- Conduct regular Department meetings and attend Divisional/Program meetings.
- Ensure staff rosters are accurate and signed off each pay period and overtime is approved in advance.
- Make certain that all staff submit leave requests in advance and services are adequately maintained during periods of staff leave. Ensure that staff members take their full quota of annual leave and ADO's each year.
- Exercise the correct delegation in all matters as outlined in the SCHN delegations manual.

Financial

- Supported by Clinical Program Directors and Finance and Performance Business Partner, responsible for preparing the annual Department budget/s and monitor all relevant cost centres to ensure expenditure does not exceed allocated budget.
- Initiate and maximise revenue opportunities available to the Department. Ensure all staff members that are eligible to bill for services do so.
- VMOs/VDOs: Ensure that VMO/VDO hours are revised and contractual arrangements are updated annually. Monitor and authorise VMO/VDO claims ensuring hours worked match contracted hours.

Administration/Managerial

- Participate in annual performance review for clinical services, quality improvement and research activities.
- Participate in professional development activities designed to improve leadership and management skills.
- Participate in clinical, research and organisational committees as required.
- Undertake and assist in various administrative and managerial duties.
- Assist with the evaluation of performance and any feedback to junior medical staff/research staff.
- Represent the Department, Hospital or Network at fundraising or public relations activities as required.
- Support the evaluation of Departmental Services in relation to present and future needs.
- Conform to Hospital policies and the Staff Specialists (State) Award or the VMO Determination.
- Be available to work reasonable on-call and recall outside of normal duties. Normal duties meaning clinical or other duties and responsibilities undertaken between the hours of 8.00am and 6.00pm, Monday to Friday or as negotiated by the Hospital and the Senior Medical Practitioner.

- Conform to notification requirements of leave and absence from duties ensuring relevant personnel have been notified.

Professional Leadership and Mentorship

- Provide professional leadership and consultancy service within the relevant specialty areas.
- Be a positive role model by providing direction, leadership and congruency with the values of the SCHN.
- Provides mentorship to staff within the Department to enhance the staff's ability to reach their potential.
- Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level of management and leadership in the Department.
- Create opportunities to enhance personal and Departmental performance.

Research and Education

- Recognise and support the role of research in the delivery of first-class health care.
- In collaboration with the Research Directorate, promote research projects taking into consideration how the research projects integrate with the SCHN's Research Plan. Actively encourage the translation of research results into improved practice. Ensure that staff who have both clinical and research functions meet their responsibilities in both areas.
- Support the development and implementation of Network Education Plan including mandatory training for staff.
- Provide support and vision for research activities and enhance the research reputation of the organisation.
- Promote and enable learning programs that support principles of practice management and other relevant skills of clinicians.
- Provide leadership in the education and training of Junior Medical Officers and other Health professionals.
- Ensure that education and training for staff members is appropriate to meet evolving service needs and future workforce requirements and develop a strategy for community and patient education.

Key relationships

Who	Why
Clinical Program	Reporting to the Clinical Program Director - Medical
Leadership Team	Maintaining collaborative relationships: consult and negotiate on key matters. Working together to achieve KPIs and meet operational planning and service delivery requirements. Report on performance levels and provide information regarding any key developments or issues.
Business Unit Leads, other Heads of Department, clinicians and staff	Maintain collaborative relationships: provide advice and reporting: consult and negotiate on key matters.

Selection Criteria

1. Currently employed with SCHN as a Staff Specialist or VMO within which department the applicant is applying for HOD and registered with the Medical Board of Australia as a Specialist.
2. Fellowship of the relevant college and / or other specialist recognition as provided for in the Staff Specialists (State) Award.
3. Demonstrated success in building effective relationships with staff and consumers.
4. Demonstrated leadership skills.
5. Demonstrates the skills required for service planning, models of care and policy development.
6. Demonstrates the skills required to manage a department, including budget management.
7. Demonstrated ability to coordinate effective multidisciplinary teams.
8. Demonstrated ability to be innovative and adapt to changing circumstances.

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POSITION TITLE (200 characters limit)	Operations Manager, Mental Health Service
POSITION NUMBER (from Stafflink) MANDATORY If this is a new position, acquire the position number after the new position has been created.	786695
AWARD	Health Managers (State) Award
POSITION CLASSIFICATION	<i>Health Service Manager Level 4</i>
LOCATION	Network
DOES THIS ROLE MANAGE/ SUPERVISE OTHERS?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DOES THIS REQUIRE SENIOR EXECUTIVE LEVEL STANDARDS?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PRIMARY PURPOSE (2800 characters limit in ROB)	<p>The Operations Manager, Mental Health Service works across The Sydney Children’s Hospitals Network (SCHN) as part of Mental Health Service within the Network Priority Populations Clinical Stream. The Operations Manager, Mental Health Service is responsible for supporting the operational management of SCHN’s Mental Health Service under the direction of the Priority Populations Clinical Stream Director. The role will work collaboratively with the site-based Heads of Department and SCHN’s Director of Mental Health, teams within the Priority Populations Stream, and key stakeholders across SCHN to effectively provide child and adolescent mental health service.</p> <p>The Operations Manager, Mental Health Service will provide sound operational and people management to support the provision of reliable, patient-focused, high quality, efficient, effective and sustainable service delivery. The role will be responsible for the resources across Mental Health Service in close consultation with the Mental Health Heads of Department and Clinical Stream Directors Priority Populations.</p> <p>The role will work collaboratively with the multidisciplinary teams within SCHN to ensure the responsive, safe, effective and efficient functioning of Mental Health Services. Collaboration with the site-based leadership teams including Directors of Nursing, Directors of Allied Health and Patient Flow is essential to the role to support effective patient flow.</p>

	<p>The role will be responsible for the management of mental health staff in clinical, project, and administrative positions across both The Children’s Hospital at Westmead and Sydney Children’s Hospital at Randwick.</p> <p>Working with the Heads of Department, this role will establish relationships, systems and processes through engagement with internal and external stakeholders to support an integrated service that meets the needs of the patients, their families and the organisation. The Operations Manager Mental Health Service will provide leadership, mentorship, role modelling and support in the achievement of excellence in clinical practice.</p> <p>The Operations Manager Mental Health Service will ensure compliance with policies/guidelines, resource management, Health and SCHN strategies and CORE values, role model and actively promote the NSW Health Code of Conduct.</p>
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KEY ACCOUNTABILITIES

(3100 characters limit in ROB)

A high level description of the outcomes the role is expected to deliver.

'Key Accountabilities' should be:

- outcome focused, rather than process focused

- ordered in importance and/or frequency

- as specific to the role as possible while not detailing tasks.

There should be no more than 6-8 'Key Accountabilities' in total.

- Provide managerial leadership to a multidisciplinary team in contemporary comprehensive specialist services in child and adolescent mental health, achieving optimal patient outcomes.
- Enable a highly performing multidisciplinary team through effective management and supervision of staff. Including management of recruitment, Work Health & Safety matters, staff performance (in collaboration with relevant professional leads), and improvement of relevant policies/procedures/resources.
- In collaboration with the Director of Mental Health, Heads of Department, Clinical Stream Directors and other professional heads as relevant, manage the service operations and workforce to achieve the performance and financial goals related to SCHN Mental Health Services, whilst ensuring a high level of service that is patient focused.
- Effective use of data, analysis, benchmarking, and service delivery principles to inform business plans, clinical service plans and goals as well as reporting the outcomes of implemented business cases and the operational impact of change for the Mental Health Service. This includes providing monthly performance, activity, variance reporting/analysis and other KPIs to ensure business efficiency.
- Responsible for reporting to the Head of Departments and Clinical Stream Director with regards to Key Performance indicators as required by Ministry of Health.
- In collaboration with the Mental Health Leadership Team, lead and contribute to planning, coordination, evaluation and standardisation of models of care, policies and processes, service improvement, and procurement as well as the effective and efficient use of equipment, consumables, facilities and staff.
- Developing and monitoring budgets and reporting budgetary expenditure, in liaison with the Clinical Finance Partner, to ensure the effective allocation of resources and optimal financial management.
- Responsible for maintaining and growing effective professional relationships with internal and external stakeholders including, but not limited to, site leadership teams and relevant professional leads across SCHN.
- Participate in and where appropriate, lead, relevant committees and organisational activities and provide relevant feedback to the Mental Health Service and Priority Populations Stream.
- Ensure that services and the physical facilities operate within the NSW Health policies and procedures, WHS legislation, accreditation and regulatory standards, procurement and purchasing protocols.
- Actively contribute towards and assist in identifying, mitigating and escalating risks across the areas of responsibility including work health and safety, infection control, complaints and incidents in accordance with SCHN protocols and procedures.
- Actively participate in and provide leadership in risk management and quality programs to improve organisational processes and own practices.
- Support a culture and environment of excellence in quality improvement, research and education in child and adolescent mental health.

KEY CHALLENGES (max 3) (700 characters limit) <i>The challenges that are regularly encountered in the role.</i> <i>The Key Challenges should not restate the Key Accountabilities. There should be minimum of 1 and maximum of 3 "Key Challenges" in total.</i>	Achieving service objectives in accordance with business and service plans, and the Service Agreement with Ministry of Health	
	Balancing operational and strategic issues considering longer term implications and objectives.	
	Facilitating the engagement and input of a wide range of internal stakeholders with diverse interests and competing requirements and priorities.	
KEY RELATIONSHIPS (internal) (max 3) (200 characters limit) <i>The key stakeholders and customers the role is expected to interact with routinely, rather than periodically. Relationships with both internal (within the department/agency) and external (outside the department/agency) stakeholders should be included where relevant. All roles require interaction with internal stakeholders, however some roles may not interact with external stakeholders.</i>	WHO	WHY
	Clinical Stream Director, Priority Populations	Line management, collaboration and escalation
	Mental Health Leadership team	Build and maintain effective and consultative working relationships and partnerships.
	Mental Health Service staff	Providing direct line management to employees within the Mental Health Service.
KEY RELATIONSHIPS (external) (max 2) (200 characters limit) <i>As above</i>	WHO	WHY
	Key stakeholders – Mental health Leadership roles that correspond in other LHDs, PHNs, ACI and other government agencies including FACS, Department of Education and Police	Build and maintain effective and consultative working relationships and partnerships.
IS THIS A PUBLIC SENIOR EXECUTIVE ROLE WHICH MANAGES RELATIONSHIPS AT THE MINISTERIAL LEVEL?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Other \$ _____ please specify the monetary value of the financial delegation (ex: 5000.00).
FINANCIAL DELEGATION	<input checked="" type="checkbox"/> As per delegation manual	
ESSENTIAL REQUIREMENTS (700 characters in word)	WWCC (Yes/No): Yes Qualifications/ Licenses/ Registrations (award requirement):	

	<p>Work Health and Safety:</p> <p>Select which of the following applies:</p> <p><input checked="" type="checkbox"/> Supervisor As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p style="text-align: center;"><u>OR</u></p> <p><input type="checkbox"/> Non-Supervisor You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>
<p>SELECTION CRITERIA (700 characters for each criteria in word)</p>	<ol style="list-style-type: none"> 1. Relevant tertiary qualification in health related discipline and/or equivalent extensive senior management experience in a complex health environment. 2. Experience in development of business plans, quality improvement, benchmarking, process redesign, post implementation review and performance monitoring 3. Demonstrate complex problem-solving skills with the ability to constructively challenge and improve processes, approaches and thinking. 4. Demonstrated experience in developing positive professional relationships with external and internal stakeholders to provide effective clinical services. 5. Excellent oral, written communication, presentation skills and the ability to develop reports, business cases, briefs, policies and procedures and support tools for the service delivery within departments. 6. Demonstrated ability to manage and coordinate resources effectively and efficiently and provide advice to departments within workforce management and planning, recruitment and skills mix. This will require the ability to independently prioritise work load and meet deadlines. 7. Demonstrated ability to lead a high performing team, including excellent people management and negotiation skills. 8. Demonstrated understanding of various models of care within the Mental Health Service and the ability to evaluate and apply these models to enhance service delivery and patient outcomes.
<p>OTHER REQUIREMENTS <u>(Standard text do not amend)</u> (3100 characters in word)</p>	<p>Understand and practice person centred care.</p> <p>Work in partnership with consumers on improving and evaluating the delivery of services.</p> <p>Actively participate in quality improvement activities.</p> <p>Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.</p> <p>Be familiar with SCHN Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.</p> <p>Adhere to all current SCHN and NSW Health policies and procedures, including the NSW Health Code of Conduct.</p>

Job Demands Checklist (editable)

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position.

This form is to be completed in consultation with the manager/supervisor of the position being recruited for.

Job Demands Frequency Key:

I = Infrequent intermittent activity exists for a short time on a very infrequent basis

O = Occasional activity exists up to 1/3 of the time when performing the job

F = Frequent activity exists between 1/3 and 2/3 of the time when performing the job

C = Constant activity exists for more than 2/3 or the time when performing the job

R = Repetitive activity involved repetitive movements

N = Not Applicable activity is not required to perform the job

Note: any entries not assigned a value will be automatically set to "N"

PHYSICAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting – remaining in a seated position to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing – remaining standing without moving about to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling – remaining in a kneeling posture to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leg/Foot Movement – use of leg and/or foot to operate machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying – heavy lifting and carrying (16kg and above)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching – arms fully extended forward or raised above shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head/Neck Postures – holding head in a position other than neutral (facing forward)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hand and Arm Movements – repetitive movements of hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SENSORY DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste – use of taste is an integral part of work performance (e.g. food preparation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Touch – use of touch is an integral part of work performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PSYCHOSOCIAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Distressed People – e.g. emergency or grief situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unpredictable People – e.g. dementia, mental illness, head injuries	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restraining – involvement in physical containment of patients/clients	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENVIRONMENTAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Dust – exposure to atmospheric dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gases – working with explosive or flammable gases requiring precautionary measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes – exposure to noxious or toxic fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Substances – e.g. dry chemicals, glues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise – environmental/background noise necessitates people raise their voice to be heard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Lighting – risk of trips, falls or eyestrain	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Spaces – areas where only one egress (escape route) exists	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Organisation	NSW Health
Local Health District / Agency	The Sydney Children's Hospitals Network
Position Classification	Nurse Mgr Gde 4
State Award	Public Health System Nurses & Midwives (State) Award
Category	Nursing & Midwifery Nurse Manager
Website	www.schn.health.nsw.gov.au

PRIMARY PURPOSE

The position works across The Sydney Children's Hospitals Network (SCHN) as part of the Priority Populations Stream. The Priority Populations Nurse Manager provides strategic and professional oversight of nursing staff within with Priority Populations Stream, under the leadership and direction of the Clinical Stream Director (Tier 3) and in collaboration with the site Directors of Nursing.

The role has responsibility for the strategic and professional management of Clinical Nurse Consultants and provides professional oversight for nursing staff in the Mental Health inpatient units, Adolescent inpatient units, Mental Health Service, Adolescent Medicine Unit, and Youth & Transition Department. The Nurse Manager leads the development, education, and training of nursing staff through professional support, mentorship, and role modelling.

The Nurse Manager is accountable for the effective management of human, financial, and capital resources related to nursing staff within the Priority Populations Stream, working closely with the Clinical Stream Directors and site-based Directors of Nursing. The role partners with Heads of Department, operational managers, and multidisciplinary teams to ensure services are safe, efficient, and aligned with organisational priorities.

The position builds strong relationships and robust systems through proactive engagement with internal and external stakeholders, supporting integrated services that meet the needs of patients, families, and SCHN. The Nurse Manager will contribute to strategic and operational planning and service delivery at Stream, Network, and state-wide levels while providing leadership and professional role modelling to promote excellence in nursing practice.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

ESSENTIAL CRITERIA

Vaccination Category: Category

A -

B -

Qualifications/ Licenses/ Registrations?

WWCC

Yes No

Work Health and Safety:

Supervisor

As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

KEY ACCOUNTABILITIES

STRATEGIC AND OPERATIONAL PLANNING & PERFORMANCE

- Develop, implement, and evaluate health service and operational plans for the Priority Populations Stream, ensuring alignment with the SCHN Strategic Plan and relevant NSW Health strategies, policies, and procedures.
- Lead the development, implementation, and continuous review of policies, procedures, and service delivery models for the Priority Populations Stream.
- Manage and address any nursing workforce performance issues within the Stream, supporting a high-performing and accountable nursing workforce.
- Provide effective coordination and oversight of nursing services, working collaboratively with Nurse Unit Managers in the Mental Health inpatient units and Adolescent inpatient units.
- Undertake analyse of service acuity, resource utilization, and emerging needs to inform capacity planning and future service development.
- Foster strong collaboration with multidisciplinary teams and partner organisations within and beyond SCHN to support integrated and high-quality service direction.
- Prepare and delivery Key Performance Indicator reports for the Ministry of Health, Heads of Department, Operational Managers, Clinical Stream Directors, SCHN Executive and other internal stakeholders.

LEADERSHIP AND MANAGEMENT

- Operation management of Clinical Nurse Consultants within the Priority Populations Stream and professional oversight of nursing staff within the Priority Populations Stream, in collaboration with Directors

of Nursing at each site.

- Demonstrate contemporary and values-driven professional leadership, acting as a role model across SCHN, upholding the highest standards of the nursing profession.
- Provide strategic mentorship and professional support to nursing staff within the Stream, fostering capability, confidence, and leadership growth in alignment with the priorities of the Clinical Stream Directors and Directors of Nursing.
- Promote a culture of open, transparent, and respectful communication.
- Lead innovation in the design, implementation, and evaluation of Models of Care for children and young people, ensuring services are evidence-based, responsive, and aligned with best practice.
- Actively participate in, and where appropriate, lead relevant committees and organisational initiatives, ensuring insights and outcomes are communicated effectively across the Network.

QUALITY AND SAFETY MANAGEMENT

- Benchmark performance against other State and National service providers.
- Promote and maintain a high-performance work culture within the Priority Populations nursing workforce and foster collaborative teamwork and continuous improvement in practice.
- Actively contribute towards and assist in identifying, mitigating and escalating risks across the areas of responsibility including work health and safety, infection control, complaints and incidents in accordance with SCHN protocols and procedures.
- Takes ownership for the development and maintenance of quality and safety reporting and data maintenance.
- Ensure optimum standards of care, including evaluation of and compliance with relevant legislation, professional and accreditation requirements.
- Promote a culture of shared governance and patient advocacy.

KEY CHALLENGES

- Contributing to initiatives and programs designed to ensure recruitment, retention and development of specialist nursing staff within the Priority Populations Stream.
- Maintaining and improving awareness of a range of current and changing policies, agendas and reforms taking place at the state and national level for Priority Populations services.

KEY RELATIONSHIPS	
Who	Why
Clinical Stream Director Priority Populations	Directly reporting to the Clinical Stream Director Priority Populations for the operational and strategic management and planning of all aspects of the program relevant to the portfolio of this position
Director of Nursing – CHW and SCH	Professional reporting to the Director of Nursing at The Children’s Hospital Westmead. Collaboration with the Directors of Nursing to support nursing staff within the Priority Populations Stream.
Heads of Department and Managers within Priority Populations	Work in collaboration and partnership with leaders and managers within the Priority Populations Stream to ensure work aligns with broader SCHN clinical service plans and the Network’s strategic direction.
Local Health Districts	Collaboration and partnership in planning and delivering services to children and young people who identify as part of Priority Population groups.
Ministry of Health	Work in collaboration and as requested to report, benchmark and evaluate services.

SELECTION CRITERIA

1. Current authority to practice as a Registered Nurse with the National Registration Board (AHPRA) with recent, extensive and relevant post paediatric experience. Appropriate postgraduate qualifications in a health related field.
2. Demonstrated ability to manage the operational requirements of tertiary level care and capacity to positively influence multidisciplinary teams of Health Professionals.
3. Demonstrated excellence in operational planning and policy development skills including ability to use data to inform planning, evaluation, budget, and performance management.
4. Demonstrated transformational leadership skills, strategic thinking, organisational and planning skills including the capacity to initiate and lead cultural and organisational change.
5. Demonstrated effective interpersonal, written and verbal communication skills including the ability to negotiate with a range of stakeholders.
6. Demonstrated successful experience in service planning and development of complex patient flow pathways.
7. Demonstrated achievement in the development of best practice, quality improvement and innovation in person-centred care.
8. Current NSW driver's license and willingness to travel across NSW

OTHER REQUIREMENTS

- Ensure timely and accurate reporting of near or actual incidents or patient safety concerns.
- Understand and practice person-centred care.

- Work in partnership with consumers on improving and evaluating the delivery of services.
- Actively participate in quality improvement activities.
- Be familiar with SCHN Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.
- Adhere to all current SCHN and NSW Health policies and procedures, including the NSW Health Code of Conduct.

Job Demands for: SCHN – Priority Populations Nurse Manager

Physical Demands	
<p>Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/hazardous materials</p> <p>Frequent</p>	<p>Sitting - remaining in a seated position to perform tasks</p> <p>Frequent</p>
<p>Standing - remaining standing without moving about to perform tasks</p> <p>Frequent</p>	<p>Walking - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Frequent</p>
<p>Running - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Infrequent</p>	<p>Bend/Lean Forward from Waist - forward bending from the waist to perform tasks</p> <p>Infrequent</p>
<p>Trunk Twisting - turning from the waist while sitting or standing to perform tasks</p> <p>Not Applicable</p>	<p>Kneeling - remaining in a kneeling posture to perform tasks</p> <p>Not Applicable</p>
<p>Squatting/Crouching - adopting a squatting or crouching posture to perform tasks</p> <p>Not Applicable</p>	<p>Leg/Foot Movement - use of leg and/or foot to operate machinery</p> <p>Not Applicable</p>
<p>Climbing (stairs/ladders) - ascend/descend stairs, ladders, steps</p> <p>Frequent</p>	<p>Lifting/Carrying - light lifting and carrying (0 to 9 kg)</p> <p>Infrequent</p>
<p>Lifting/Carrying - moderate lifting and carrying (10 to 15 kg)</p> <p>Not Applicable</p>	<p>Lifting/Carrying - heavy lifting and carrying (16kg and above)</p> <p>Not Applicable</p>
<p>Reaching - arms fully extended forward or raised above shoulder</p>	<p>Pushing/Pulling/Restraining - using force to hold/restrain or move objects toward or away from the body</p>

Infrequent	Infrequent
Head/Neck Postures - holding head in a position other than neutral (facing forward) Not Applicable	Hand and Arm Movements - repetitive movements of hands and arms Frequent
Grasping/Fine Manipulation - gripping, holding, clasping with fingers or hands Infrequent	Work at Heights - using ladders, footstools, scaffolding, or other objects to perform work Not Applicable
Driving - Operating any motor powered vehicle Occasional	

Sensory Demands

Sight - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens) Constant	Hearing - use of hearing is an integral part of work performance (e.g. Telephone enquiries) Constant
Smell - use of smell is an integral part of work performance (e.g. working with chemicals) Not Applicable	Taste - use of taste is an integral part of work performance (e.g. food preparation) Not Applicable
Touch - use of touch is an integral part of work performance Not Applicable	

Psychosocial Demands

Distressed People - e.g. emergency or grief situations Occasional	Aggressive and Uncooperative People - e.g. drug/alcohol, dementia, mental illness Occasional
Unpredictable People - e.g. dementia, mental illness, head injuries	Restraining - involvement in physical containment of patients/clients

Occasional	Infrequent
Exposure to Distressing Situations - e.g. child abuse, viewing dead/mutilated bodies	
Infrequent	

Environmental Demands

Dust - exposure to atmospheric dust	Gases - working with explosive or flammable gases requiring precautionary measures
Not Applicable	Not Applicable
Fumes - exposure to noxious or toxic fumes	Liquids - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE
Not Applicable	Not Applicable
Hazardous Substances - e.g. dry chemicals, glues	Noise - environmental/background noise necessitates people raise their voice to be heard
Not Applicable	Not Applicable
Inadequate Lighting - risk of trips, falls or eyestrain	Sunlight - risk of sunburn exists from spending more than 10 minutes per day in sunlight
Not Applicable	Infrequent
Extreme Temperatures - environmental temperatures are less than 15°C or more than 35°C	Confined Spaces - areas where only one egress (escape route) exists
Not Applicable	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls
Infrequent	Not Applicable
Working At Heights - ladders/stempladders/scaffolding are required to perform tasks	Biological Hazards - exposure to body fluids, bacteria, infectious diseases
Not Applicable	Not Applicable

Collaboration



Openness

Respect

Empowerment

POSITION TITLE (200 characters limit)	Team Leader: Mental Health Service
POSITION NUMBER (from Stafflink)	
AWARD	NSW Health Service Health Professionals (State) Award Health And Community Employees Psychologists (State) Award Public Health System Nurses' and Midwives' (State) Award
POSITION CLASSIFICATION	Senior Clinical Psychologist Health Professional level 4 Clinical Nurse Consultant Grade 2 or Grade 3
LOCATION	SCH/CHW
DOES THIS ROLE MANAGE/ SUPERVISE OTHERS?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DOES THIS REQUIRE SENIOR EXECUTIVE LEVEL STANDARDS?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PRIMARY PURPOSE	<p>The Team Leader provides leadership to the team, within the SCHN Mental Health Service. The Team Leader is responsible for ensuring the delivery of high-quality mental health services, whilst maintaining a senior role. Leader also contributes to strategic planning, service development and continuous quality improvement.</p> <p>The Team Leader will work collaboratively with the Team Leader (medical), clinical team, Mental Health leadership team, and other teams within the Priority Populations Stream and SCHN to deliver effective clinical services.</p> <p>The Team Leader is responsible for liaising with and providing consultation to staff and managers from other health teams and relevant external agencies. This role supports the team-based non-medical staff to comply with professional and organisation obligations including SCHN Policies and Procedures, risk management requirements, and legal and regulatory requirements.</p> <p>This position reports to the SCHN Mental Health Operations Manager and where applicable, to the relevant professional lead.</p>

KEY ACCOUNTABILITIES

Leadership

Provide high level guidance, strategic planning, leadership, and management to the Team to ensure services are delivered within agreed timeframes, meeting quality and safety standards and within the allocated budget. Facilitate and monitor clinical performance of the Team and collaboratively resolve service-related queries.

Supervision and Education

Contribute to high quality mental health education and other forums to service users, carers and health care professionals. Provide effective supervision to SCHN staff and to facilitate supervision opportunities for students.

Service Provision Responsibilities

Ensure the delivery of high quality person-centred and trauma-informed care as an active member of the multidisciplinary team within relevant professional classification.

Service Development

Lead the development and maintenance of clear referral and escalation pathways to ensure timely access to the Team and related services.

Collaborate with key stakeholders across the Mental Health Service, SCHN and where relevant, the community managed sector. Contribute to the creation and implementation of business and strategic plans, policies, procedures, and standards that support quality mental health service delivery. Maintain Team systems, processes and debriefing structures to support skill development, performance and goal achievement.

Research and Evaluation

Lead and participate in research and quality improvement activities conducted by or with the Team. Support staff capability in research and quality improvement, and ensure team members apply research findings to guide interventions and program development initiatives.

Professional Responsibilities

Demonstrate a strong commitment to ongoing professional development, including participation in regular supervision.

Administrative Responsibilities

Complete essential administrative tasks to support efficient workflows, ensure accountability in clinical practice (if appropriate as per classification or grading), and meet legal and audit requirements. Oversee timely and accurate statistical reporting of clinical activity in required systems to support effective service management, evaluation, and cost analysis.

KEY CHALLENGES	<ul style="list-style-type: none"> Effectively managing resources to meet competing consumer needs and expectations, while achieving positive outcomes and effectively prioritising time and tasks, based on clinical and organisational need 	
	<ul style="list-style-type: none"> Navigating the complex interrelationships between the Mental Health Service and other SCHN Services, Community Mental Health organisations, and other key stakeholders to achieve effective referral, communication and integration into the service network. 	
	<ul style="list-style-type: none"> Managing complex clinical issues with multiple stakeholders whilst maintaining professional boundaries. 	
KEY RELATIONSHIPS (internal)	WHO	WHY
	Mental Health Leadership Team	The position will work collaboratively to ensure high quality service provision.
	SCHN staff and LHD community providers	Work cooperatively with relevant teams and managers to build constructive relationships to ensure appropriate referrals as required.
	Priority Populations Stream	Work cooperatively with Teams across the Priority Populations Stream to build appropriate referral pathways.
KEY RELATIONSHIPS (external)	WHO	WHY
	NGOs and external agencies	Build relationships with external support organisations for consumer and family and carer wellbeing, and additional external supports.
IS THIS A PUBLIC SENIOR EXECUTIVE ROLE WHICH MANAGES RELATIONSHIPS AT THE MINISTERIAL LEVEL?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Other \$ _____ please specify the monetary value of the financial delegation (ex: 5000.00).
FINANCIAL DELEGATION	<input checked="" type="checkbox"/> As per delegation manual	
ESSENTIAL REQUIREMENTS (700 characters in word)	<p>WWCC (Yes/No): Yes</p> <p>Qualifications/ Licenses/ Registrations (award requirement): Drivers Licence and tertiary qualifications, professional registration/membership in accordance with:</p> <ul style="list-style-type: none"> NSW Health Service Health Professionals (State) Award Health And Community Employees Psychologists (State) Award Public Health System Nurses' and Midwives' (State) Award <p>Minimum fraction of 0.6FTE within the team.</p>	

	<p>Work Health and Safety:</p> <p><input checked="" type="checkbox"/> Supervisor</p> <p>As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p>
<p>SELECTION CRITERIA</p>	<ol style="list-style-type: none"> 1. Tertiary qualifications and professional registration/membership, if appropriate as per classification or grading. Alternatively, equivalent work experience or a combination of study and work experience. 2. Demonstrated extensive experience working with people with mental ill health and their key support networks, with strong advanced reasoning skills, and the ability to work independently with minimal supervision 3. Demonstrated understanding and application of person-centred care, trauma-informed and recovery orientated care principles, including ability to work with Aboriginal people in a holistic, and culturally respectful manner. 4. Proven leadership and organisational capability, with demonstrated knowledge and experience in management and/ or project management. 5. Highly developed communication skills, both written and verbal, across diverse settings, along with strong competence in competence in computer and digital systems. 6. Demonstrated ability to oversee and evaluate service systems and performance, including the capacity to collect, interpret, and analyse data.
<p>OTHER REQUIREMENTS</p>	<p>Understand and practice person centred care.</p> <p>Work in partnership with consumers on improving and evaluating the delivery of services.</p> <p>Actively participate in quality improvement activities.</p> <p>Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.</p> <p>Be familiar with SCHN Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.</p> <p>Adhere to all current SCHN and NSW Health policies and procedures, including the NSW Health Code of Conduct.</p>

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position.

This form is to be completed in consultation with the manager/supervisor of the position being recruited for.

Job Demands Frequency Key:

- I = Infrequent** intermittent activity exists for a short time on a very infrequent basis
 - O = Occasional** activity exists up to 1/3 of the time when performing the job
 - F = Frequent** activity exists between 1/3 and 2/3 of the time when performing the job
 - C = Constant** activity exists for more than 2/3 or the time when performing the job
 - R = Repetitive** activity involved repetitive movements
 - N = Not Applicable** activity is not required to perform the job
- Note: any entries not assigned a value will be automatically set to "N"**

PHYSICAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting – remaining in a seated position to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing – remaining standing without moving about to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling – remaining in a kneeling posture to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leg/Foot Movement – use of leg and/or foot to operate machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying – heavy lifting and carrying (16kg and above)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching – arms fully extended forward or raised above shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head/Neck Postures – holding head in a position other than neutral (facing forward)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand and Arm Movements – repetitive movements of hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SENSORY DEMANDS - Description (comment)	FREQUENCY					

	N	I	O	F	C	R
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste – use of taste is an integral part of work performance (e.g. food preparation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Touch – use of touch is an integral part of work performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PSYCHOSOCIAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Distressed People – e.g. emergency or grief situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unpredictable People – e.g. dementia, mental illness, head injuries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restraining – involvement in physical containment of patients/clients	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENVIRONMENTAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Dust – exposure to atmospheric dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gases – working with explosive or flammable gases requiring precautionary measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes – exposure to noxious or toxic fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Substances – e.g. dry chemicals, glues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise – environmental/background noise necessitates people raise their voice to be heard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Lighting – risk of trips, falls or eyestrain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Spaces – areas where only one egress (escape route) exists	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



POSITION TITLE (200 characters limit)	Team Leader (medical) – Mental Health Service
POSITION NUMBER (from Stafflink)	
AWARD	Staff Specialists (State) Award Visiting Medical Officer (VMO) Clinical Academic
POSITION CLASSIFICATION	Staff Specialist, VMO or Clinical Academic
LOCATION	SCH/CHW
DOES THIS ROLE MANAGE/ SUPERVISE OTHERS?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DOES THIS REQUIRE SENIOR EXECUTIVE LEVEL STANDARDS?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PRIMARY PURPOSE	<p>The Team Leader (medical) will provide management and leadership support to the Team they work in within the SCHN Mental Health Service. The Team Leader (medical) is responsible for ensuring quality mental health services are provided by the team, whilst maintaining a senior clinical role. The Team Leader (medical) plays a key role in strategic planning, service development and continuous quality improvement.</p> <p>The Team Leader (medical) will work collaboratively with the Team Leader (non-medical), clinical team, Mental Health leadership team, and other teams within SCHN to deliver effective clinical services.</p> <p>The Team Leader (medical) is responsible for liaising and providing consultation to staff and managers of other health teams and relevant external agencies. In collaboration with the site-based Head of Department (HoD), Mental Health, the Team Leader (medical) is responsible for ensuring Team-based medical staff comply with professional and organisation obligations in relation to SCHN Policies and Procedures, risk management, and notifications in accordance with legal and regulatory requirements.</p> <p>This position reports to the site-based HoD, Mental Health.</p>

KEY ACCOUNTABILITIES

Leadership: in collaboration with Team Leader (non-medical), provide a high level of guidance, strategic planning and leadership for the Team to ensure services are delivered within agreed timeframes, meeting quality and safety standards and within the allocated budget. Facilitate and monitor clinical performance of the Team and collaboratively resolve service-related queries.

Management: In collaboration with the relevant site-based HoD, provide oversight of medical team members including supporting performance and development appraisals and supervision.

Clinical Supervision and Education: Contribute to high quality mental health education and other forums to service users, carers and health care professionals. Provide effective clinical supervision to SCHN staff and to facilitate supervision opportunities for students.

Clinical Responsibilities: Ensure high quality evidence-based, person-centred and trauma-informed service provision as an integral member of the multidisciplinary team within relevant professional scope.

Service Development: Lead the development of robust clinical referral and escalation pathways to ensure appropriate accessibility to the Team and other relevant services, collaborating with key stakeholders within the Mental Health Service and across SCHN as well as the community managed sector (where relevant). Contribute to the development and implementation of business and strategic plans, policies, procedures, standards and practices to ensure delivery of quality mental health services. Develop and maintain Team systems, processes and debriefing to maximise the achievement of goals and required levels of skills and performance.

Research and Evaluation: Lead and participate in relevant research or quality improvement activities undertaken by or with the Team and Mental Health Service. Support the development of research and quality improvement initiatives and capabilities amongst staff and to ensure team members use research findings to inform interventions and program development initiatives.

Professional Responsibilities: Maintain a strong commitment to own ongoing professional development, including participation in regular supervision.

Administrative Responsibilities: Complete essential administrative work to ensure efficient work processes, accountability in clinical work, and compliance with recording for legal and audit purposes. Ensure timely and accurate statistical reporting of clinical activity for medical staff within the team in the required systems to enable optimal management, evaluation, and costings of services.

KEY CHALLENGES (700 characters limit)	<ul style="list-style-type: none"> Effectively managing resources to meet competing consumer needs and expectations, while achieving positive outcomes and effectively prioritising time and tasks, based on clinical and organisational need 	
	<ul style="list-style-type: none"> Navigating the complex interrelationships between the Mental Health Service and other SCHN Services, Community Mental Health organisations, and other key stakeholders to achieve effective referral, communication and integration into the service network. 	
	<ul style="list-style-type: none"> Managing complex clinical issues with multiple stakeholders whilst maintaining professional boundaries 	
KEY RELATIONSHIPS (internal)	WHO	WHY
	Mental Health Leadership Team	The position will work collaboratively to ensure high quality service provision.
	SCHN staff and LHD community providers	Work cooperatively with relevant teams and managers to build constructive relationships to ensure appropriate referrals as required.
	Priority Populations Stream	Work cooperatively with Teams across the Priority Populations Stream to build appropriate referral pathways.
KEY RELATIONSHIPS (external)	WHO	WHY
	NGOs and external agencies	Build relationships with external support organisations for consumer and family and carer wellbeing, and additional external supports.
IS THIS A PUBLIC SENIOR EXECUTIVE ROLE WHICH MANAGES RELATIONSHIPS AT THE MINISTERIAL LEVEL?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Other \$ _____ please specify the monetary value of the financial delegation (ex: 5000.00).
FINANCIAL DELEGATION	<input checked="" type="checkbox"/> As per delegation manual	
ESSENTIAL REQUIREMENTS (700 characters in word)	WWCC (Yes/No): Yes Qualifications/ Licenses/ Registrations (award requirement): Minimum of 5 years' experience as a Child and Adolescent Psychiatry Staff Specialist, VMO or Clinical Academic with experience in providing health care for children, adolescents and families.	
	Minimum fraction of 0.4FTE within clinical team. Work Health and Safety: <input checked="" type="checkbox"/> Supervisor As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.	

SELECTION CRITERIA	1. Minimum of 5 years' experience as a Child and Adolescent Psychiatry Staff Specialist, VMO or Clinical Academic with experience in providing health care for children, adolescents and families and minimum current fraction of 0.4FTE within the clinical team.
	2. Demonstrated clinical experience and skill in the psychiatric management of Mental Health disorders.
	3. Demonstrated leadership skills and the ability to lead a team in a multidisciplinary environment.
	4. Demonstrated ability to provide supervision and consultation.
	5. Demonstrated ability to manage competing demands.
	6. Demonstrated high level of written and interpersonal communication skills.
	7. Commitment and capacity to contribute to service improvement, research and strategic planning.
OTHER REQUIREMENTS	<p>Understand and practice person centred care.</p> <p>Work in partnership with consumers on improving and evaluating the delivery of services.</p> <p>Actively participate in quality improvement activities.</p> <p>Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.</p> <p>Be familiar with SCHN Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.</p> <p>Adhere to all current SCHN and NSW Health policies and procedures, including the NSW Health Code of Conduct.</p>

Job Demands Checklist (editable)

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position.

This form is to be completed in consultation with the manager/supervisor of the position being recruited for.

Job Demands Frequency Key:

- I = Infrequent** intermittent activity exists for a short time on a very infrequent basis
O = Occasional activity exists up to 1/3 of the time when performing the job
F = Frequent activity exists between 1/3 and 2/3 of the time when performing the job
C = Constant activity exists for more than 2/3 or the time when performing the job
R = Repetitive activity involved repetitive movements
N = Not Applicable activity is not required to perform the job

Note: any entries not assigned a value will be automatically set to "N"

PHYSICAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting – remaining in a seated position to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing – remaining standing without moving about to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling – remaining in a kneeling posture to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leg/Foot Movement – use of leg and/or foot to operate machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying – heavy lifting and carrying (16kg and above)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching – arms fully extended forward or raised above shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head/Neck Postures – holding head in a position other than neutral (facing forward)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand and Arm Movements – repetitive movements of hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SENSORY DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste – use of taste is an integral part of work performance (e.g. food preparation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Touch – use of touch is an integral part of work performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PSYCHOSOCIAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Distressed People – e.g. emergency or grief situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unpredictable People – e.g. dementia, mental illness, head injuries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restraining – involvement in physical containment of patients/clients	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENVIRONMENTAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Dust – exposure to atmospheric dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gases – working with explosive or flammable gases requiring precautionary measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes – exposure to noxious or toxic fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Substances – e.g. dry chemicals, glues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise – environmental/background noise necessitates people raise their voice to be heard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Lighting – risk of trips, falls or eyestrain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Spaces – areas where only one egress (escape route) exists	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>