

## Position Description

|                            |                                                                                                                                                                                                                  |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Title             | Manager                                                                                                                                                                                                          |
| Position Number            | 30027415                                                                                                                                                                                                         |
| Division                   | Clinical Operations                                                                                                                                                                                              |
| Department                 | Mental Health Development & Systems                                                                                                                                                                              |
| Enterprise Agreement       | Victorian Public Mental Health Services Enterprise Agreement 2021-2024                                                                                                                                           |
| Classification Description | Dependant on Qualification                                                                                                                                                                                       |
| Classification Code        | Dependant on Qualification                                                                                                                                                                                       |
| Reports to                 | Deputy Director of Nursing, Mental Health                                                                                                                                                                        |
| Management Level           | Tier 3 - Business Manager                                                                                                                                                                                        |
| Staff Capability Statement | Please click here for a link to <a href="#">staff capabilities statement</a>                                                                                                                                     |
| Mandatory Requirements     | <ul style="list-style-type: none"><li>• National Police Record Check</li><li>• Registration with Professional Regulatory Body or relevant Professional Association</li><li>• Immunisation Requirements</li></ul> |

### Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

### Our Vision

Excellent Care. Every Person. Every Time.

### Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

### The Position

The Manager, Development and Systems team will provide leadership and direction to the Development and Systems team as it supports the broader Mental Health and Wellbeing directorate in driving continuous and measurable systemic service delivery improvement as it relates to the systems, processes and data collection requirements used by the service. The role will report to the Deputy Director of Nursing, Mental

Health and Wellbeing and will lead and support a team of eight staff providing subject matter expertise across a range of technical, system, data and clinical specialities.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

- To assist the Deputy Director of Nursing and Mental Health and Wellbeing Senior leadership team in supporting the broader Mental Health and Wellbeing directorate in identifying and implementing sustainable service improvement initiatives, leading the Development and Systems team in undertaking its functions
- In liaison and collaboration with other key organisational departments and roles, provide support and direction in meeting internal and external divisional auditing and statutory requirements, including relevant Accreditation frameworks as they relate to the functions of the team
- In collaboration with other key organisational departments and roles, provide expertise, support and direction to the Mental Health and Wellbeing Directorate in relation to clinical and non-clinical risk identification and mitigation
- To oversee roles and functions in relation to clinical reporting and record management systems across the Mental Health and Wellbeing Directorate, primarily MH-DMR and CMI/ODS, including interface with other Bendigo Health clinical systems in collaboration with key organisational departments
- Undertake and support project and service development across the Mental Health and Wellbeing Directorate, implementing improvement and change management activities as required in line with ongoing business and strategic planning and reform

Other responsibilities within the scope of the role include:

- Ensuring contemporary and best practice standards of mental health and wellbeing service delivery to our communities are embedded throughout and supported by the systems and data collection processes and workflows utilised across the Mental Health and Wellbeing Directorate
- Representing the Mental Health and Wellbeing directorate on relevant internal and external committees as required
- Actively fostering a 'whole of organisation' approach to system and service development and improvement to maximise performance related to change management, improvement processes, staff engagement as well as wellbeing and overall service delivery outcomes

## **Key Selection Criteria**

### **Essential**

1. Demonstrated high level experience & skills in Mental Health practice and organisational leadership at a senior level
2. Comprehensive understanding of the current issues and policies impacting on the development of the speciality of Mental Health and Wellbeing care and support
3. Demonstrated high level knowledge of clinical and statutory health reporting requirements, databases and systems with a comprehensive understanding of the clinical impact on practice and service provision in the functioning and utilisation of these
4. High level organisational skills to plan, lead and implement positive changes in the area of Mental Health and Wellbeing and/or other health settings
5. Demonstrated high level interpersonal, leadership and communication skills

6. Demonstrated leadership ability, with experience managing multidisciplinary teams with an approach that fosters a whole of team approach while valuing and leveraging the individual expertise of each area of specialty
7. Demonstrated commitment to and knowledge of continuous improvement and associated quality and risk systems
8. Strong analytical skills with experience in data interpretation

## Desirable

9. A degree in business, management, or a related field is preferred
10. Registered Mental Health Nurse AHPRA, Social Worker eligible for registration with AASW Occupational Therapist registered with AHPRA or demonstrated experience in providing leadership within the healthcare setting as it relates to clinical service delivery and outcomes

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*