

Position Description

Director of Nursing (Footscray) – Fixed term 12 month role

Our Vision	Safe and secure foundations for babies, toddlers and families
Our Role	We work with babies, toddlers and their families to nurture health and wellbeing through a range of early parenting programs and supports, and driving sector improvement through research, education and advocacy.
Our Values	Connection, Curiosity, Respect and Courage

We acknowledge the Traditional Custodians of the lands on which we work, live and play. We pay our respects to traditional owners' past, present. We acknowledge the ongoing connection that First Nations peoples have to lands, waterways and communities and recognise the importance of babies toddlers and children being connected to culture and kinship.

Introduction:

Tweddle Child & Family Health Service (Tweddle) is a specialist public hospital operating as an Early Parenting Centre (EPC) with the main sites located in Footscray and Wyndham, and additional outreach services in the Barwon region. We offer a range of early parenting programs - site based and in the community (including clients' homes) - to families who are experiencing difficulties with parenting their children up to the age of four. We deliver training and professional education on early parenting and participate in research with our academic partners. Babies, toddlers and children are at the heart of everything we do.

As a Child Safe Organisation all staff are expected to promote the safety, wellbeing and inclusion of all children. The responsibility for children's safety and protection is embedded within the organizational culture and reflected in policies and practices. Tweddle ensures that all staff members fulfil their legal obligations to respond and report any suspected incidence of child abuse.

More information is available at: www.tweddle.org.au

Position Summary:

The Director of Nursing (Footscray) is a key senior leadership position at Tweddle and will be critical in the expansion of services and establishment of programs at Tweddle (Footscray) and related sites. This role plays a key role in delivering Tweddle's strategic plan by ensuring the operational success of clinical teams and (all Early Parenting Centre (EPC') programs.

As part of the leadership team, the DoN (Footscray) is responsible for the development, implementation and enhancement of all Footscray programs and related site programs, including new service delivery and policy directions to compliment and innovate existing services. The role will support clinical managers in leading their teams and delivering high-quality services.

The DoN (Footscray) will work in partnership with internal and external stakeholders to ensure high-quality services and support to families, program targets are met, and opportunities continue for Tweddle service growth.

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Tweddle Clinical Programs include Early Parenting Centre programs and Community home-based programs.

Early Parenting Centre Programs include:

- Assessment and Intake
- Residential
- Day Stay and InHome
- Parenting Assessment and Skill Development Service – Residential (PASDS)

Position Details:

Agreement:	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-2028
Classification:	Campus DON Group 7A, RN 66
Site:	Footscray
Internal Liaisons	Executive Team, Clinical Teams, Support Services, Board of Directors, Service users, Volunteers
External Liaisons	Relevant government departments (DFFH/DH), Relevant Contractors & Partners, Early Parenting Centre (EPC) Network – Vic and National, Municipal Association of Victoria Maternal Child Health Network, Health and community service sector partners, Aboriginal Communities and ACCOs, Peak Bodies, Universities and Research Bodies

Key Requirements

Essential Criteria	
▪ Current registration as a Division 1. registered nurse with relevant tertiary qualifications in Maternal Child Health Nurse preferably at post graduate level e.g. Health Service Management/Business Administration ▪ Demonstrated leadership focused on client centred outcomes and high performing multidisciplinary teams in EPC or similar setting ▪ Experience in a senior role in a health, social service or community setting ▪ Exceptional collaboration, stakeholder and relationship building skills ▪ Exceptional communication skills – written and oral ▪ Able to work with competing priorities and understands long and short-term risks ▪ Ability to identify and execute complex decisions when required ▪ Experience and success in managing change ▪ Strong sense of purpose and commitment to service, values alignment	▪ Current Working with Children Check ▪ Consent to undertake National Police Record Check ▪ Current Australian Work Rights ▪ Evidence of up-to-date Immunisations ▪ Current Victorian Driver's License ▪ Post Graduate qualifications in management in human services or health care context or equivalent (or working towards) ▪ Current AHPRA registration as Registered Nurse and/or/MCHN ▪ Post Graduate qualification in relevant field ▪ Pre-employment medical assessment may be required ▪ Victorian Public Sector Code of Conduct awareness and adherence

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Desired Criteria	
- Post Graduate qualifications in health management and leadership. - Extensive clinical and leadership experience, preferably in the context of working with families with existing and emerging challenges (vulnerable children and families) - Established knowledge of the theory and best practice principles related to child and family health as well as current research trends and the ability to translate these into practice - Demonstrated experience in service planning and development, managing program budgets and stakeholder relationships - An understanding of OH&S requirements and a commitment to a safe work environment - A strong team player with an open and inclusive approach to leadership	- Experience in working with families experiencing multiple and complex issues - An understanding of, or ability to identify, the range of services available in the community sector to support families - An understanding of the importance of reflective practice. - A positive and “can do” approach to work - A high level of self-awareness / understanding of self - Resourcefulness - Competent speaker and presenter - Experience in leading the delivery of mandated clinical service programs both onsite and in the community

Key Position Objectives: Director of Nursing (Footscray)

Clinical Expertise and Leadership

- Lead the development and implementation of operational and service plans that align with Tweddle’s strategic objectives and annual business priorities.
- Provide effective leadership to high-performing teams, fostering a culture of accountability, capability development, innovation, and adaptability to change.
- Collaborate closely with managers to support program delivery, providing guidance, coaching, and practical solutions to operational challenges.
- Support clinical decision-making to ensure the delivery of safe, high-quality care that complies with relevant legislation, professional standards, guidelines, and industrial agreements.
- Drive continuous service improvement through the evaluation of practice, analysis of performance outcomes, and incorporation of consumer feedback.
- Partner with the Director of Nursing (Wyndham) and Clinical Nurse Consultants (CNCs), Nurse Unit Managers (NUMs), and other leaders to undertake workforce planning, ensuring services are appropriately resourced while promoting employee engagement, succession planning, and professional development.
- Lead and actively contribute to significant quality improvement initiatives, ensuring local teams participate in and support organisational quality and accreditation activities.
- Represent Tweddle in stakeholder engagement activities and develop strategic partnerships that strengthen service delivery and community outcomes.
- Ensure effective oversight of employee health, safety, wellbeing, risk management, and incident reporting processes, including undertaking investigations and implementing corrective actions where required.
- Maintain oversight of clinical governance frameworks, service excellence programs, audits, compliance activities, and feedback mechanisms to support quality outcomes.
- Lead the implementation of strategies addressing organisational risk priorities and ensure risk mitigation activities are embedded across all areas of service delivery.
- Participate in cross-organisational committees and working groups, providing leadership and chair meetings as required.
- Contribute to the organisation's On-Call Manager roster, providing leadership support outside standard operating hours.

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- Ensure the effective implementation of human resource policies, procedures, and employment practices, supported by a sound understanding of relevant enterprise agreements and legislative requirements.

Key Relationships and Service Development

- Develop and/or assist other clinical staff to develop resources required by the programs, including liaison with the specialist therapeutic team

Supervision

- Provide parenting support for families that align with clinical practice, mentoring and individual reflective practice approaches and mandated supervision required for all.

Team work

- Provide support to other team members to maintain service delivery where there are competing demands on time and resources.
- Contribute to a positive workplace and a culture of learning.
- Brings a solutions-orientated perspective to problems and a “can do” manner
- Communicates effectively and adaptively within the team

Resource Management and Rostering

- Complete and maintain roster requirements for all Footscray programs aligned to enterprise agreement Requirements.
- Contributes to the development and production of resource materials to support services where appropriate.

Networking and Service Navigation

- Promote Tweddle services in partnership, network and sector activities.
- Maintain knowledge of the range of health and community supports available to assist a family.

Reflective Practice

- Provide parenting support for families that align with clinical reflective practice approaches.
- Participate in reflective group sessions and individual reflective practice

Professional Development

- Maintain professional knowledge base and attend relevant conferences, study days, formal study and/or readings.
- Participate in the Performance and Development Review process.
- In consultation with the NUM, identify clinical staff education, training and professional development needs.
- Actively participate in the performance review process including delegation of responsibilities to Team Leaders to conduct performance reviews for Early Parenting Practitioners.

Financial & Resource Management

- Management of resources against funding agreements
- Formulate and maintain the staff roster in conjunction with Systems and Support Coordinator in accordance with the relevant Nurses and Midwives EBA or other
- Monitor and ensure there is limited leave liability within the Residential and Assessment & Intake Teams
- Maintain the systems to ensure an adequate bank / relieving pool for Team Leaders and Early Parenting Practitioners.

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Quality and Risk

- Ensure high-quality service provision ensuring positive experiences for families and optimal outcomes
- Maintain a safe environment for clients, self and other staff. This includes active contribution to a systems approach to minimise clinical risk and improve the safety of care.
- Demonstrate the principles of Person Centred care – respect and dignity, information sharing, participation and collaboration.
- Report risks identified in a timely manner and support reducing risk recurrence

Occupational Health and Safety

- Ensure staff and clients operate in a safe environment.
- Commit to own self-care and to building resilience.
- Maintain knowledge of Tweddle’s Occupational Health and Safety (OHS) policies and procedures.
- Utilise RiskMan to capture incidents and near-misses.

General

- Actively participate in relevant meetings and forums.
- Perform your role and responsibilities in accordance with the Tweddle values.
- Work weekends and evenings as needed. There will be also a requirement to work across any of the Tweddle sites
- Work within and contribute to the Tweddle Practice Framework, policies and procedures and guidelines.
- Identify service improvement opportunities
- Tweddle services close down for the period of Christmas/New Year and it is encouraged that all relevant staff take annual leave at this time.
- Please note that this position description may be modified to suit organisational demands.

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