


## POSITION DESCRIPTION

# Management Trainee, SESLHD Health Management Graduate Program, 2022 Intake

<b>Our CORE values:</b>	Collaboration Openness Respect Empowerment	 ourpeopleourculture
<b>Our Vision:</b>	Exceptional care, healthier lives.	
<b>Our Purpose:</b>	To enable our community to be healthy and well; and to provide the best possible compassionate care when people need it.	
<b>Organisation</b>	NSW Health	
<b>Local Health District / Agency</b>	South Eastern Sydney Local Health District	
<b>Position Classification</b>	Health Manager Level 1	
<b>State Award</b>	Health Managers (State) Award	
<b>Category</b>	Administration & Health Records   Administration   Executive Support / Executive Officer	
<b>Vaccination Category</b>	Category B	
<b>ANZSCO Code</b>	561999 Clerical and Office Support Workers nec	
<b>Website</b>	<a href="http://www.seslhd.health.nsw.gov.au/">www.seslhd.health.nsw.gov.au/</a>	

## PRIMARY PURPOSE

The vision for South Eastern Sydney Local Health District (SESLHD) is '**exceptional care, healthier lives**'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.

The purpose of the SESLHD Health Management Graduate Program is to develop skilled and committed health leaders and managers for the future. Participants in the program are titled Management Trainees. The SESLHD Health Management Graduate Program is a broad and comprehensive two-year program with two main components:

### 1. Workplace Component:

Participants in the SESLHD Health Management Graduate Program work full-time for SESLHD, undertaking placements of 3-6 months duration through such areas as Hospital Operations, Human Resources, Finance and the Executive Unit.

SESLHD participants are developed and supported through the program via a range of professional development activities, including training courses, attendance at conference and events, and mentoring.

### 2. Academic Component:

To complement the workplace learning and accelerate their knowledge, Management Trainees undertake a Master's degree in health management (or equivalent) on a part-time basis and in online mode.

Management Trainees are required to successfully undertake and complete all components of the program, as outlined above, in order to progress and graduate from the program.

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## ESSENTIAL REQUIREMENTS

- All staff are required to complete and submit a Pre-employment Health Declaration Form.
- Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check.
- 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.
- To be eligible for the SESLHD Health Management Graduate Program, applicants must hold tertiary qualifications in a related field from a recognised university provider at the time of commencement of the Program in January 2021.

## KEY ACCOUNTABILITIES

- Perform a range of management and administrative tasks, with guidance and supervision as required.
- Research, coordinate and draft reports, advice and briefings on complex policy and operational matters to support informed planning and decision-making.
- Assist with the development and implementation of policies, procedures, standards and practices in accordance with legislative and other professional requirements to ensure delivery of service to all stakeholders.
- Monitor and manage work priorities to ensure delivery of efficient and high-quality work, to meet the needs of the team and department.
- Contribute to quality improvement and sustainability of the organisation by participating in quality activities and ensuring flexibility within the role in order to respond to the changing needs of the organisation's customers.
- Work collaboratively with fellow Management Trainees and other staff members in the delivery of projects and other tasks.
- Build and maintain effective relationships with key stakeholders including senior executives and senior leaders, both internal and external stakeholders, to ensure Organisational priorities are met.
- Maintain a high level of professional integrity and represent SESLHD and the Health Management Graduate Program to a high standard both internally and externally.
- Act as appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values of Collaboration, Openness, Respect and Empowerment, through demonstrated behaviours and interactions with patients/clients/employees.
- Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service.

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- Undertake and successfully complete all assessments and requirements of the academic component of the program.
- Perform other duties in line with the priorities of the organisation that are consistent with the position.

## KEY CHALLENGES

- Working in a demanding, busy and complex environment where there are competing priorities and short deadlines.
- Managing time and balancing the requirements of all aspects of the Program, including workplace, academic and development components.
- Adapting to a constantly changing work environment, as well as keeping up with new technology and changes in health policy, procedures and administrative structures.
- Working with a range of individuals and teams, and adapting to different management styles.
- Decision Making: Management Trainees must ensure that critical decisions and issues are communicated or escalated in a timely manner to appropriate stakeholders.
- Communication: Management Trainees are required to communicate with a wide range of stakeholders, both internal and external to the organisation, in a professional and courteous manner.
- Management Trainees must ensure that all communication is appropriately delivered to the target audience, in terms of style, mode and content.

## KEY RELATIONSHIPS

Who	Why
SESLHD Executive Team	Management Trainees develop and maintain relationships with SESLHD Executive Team members throughout the program, for work placements and development opportunities.
SESLHD staff and departments	Managing Trainees undertake placements across a number of departments and work with a wide range of staff in the course of their work.
Other NSW Health Organisations	In the course of their placements, Management Trainees communicate with staff from the NSW Ministry and other NSW Health organisations to undertake work tasks.
University staff and students	As part of the academic component of the program, Management Trainees will build relationships with staff and students from the partner university.

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## SELECTION CRITERIA

1. Tertiary qualifications in a related field from a recognised university provider.
2. Demonstrated high level of motivation and commitment to a career in health service management.
3. Demonstrated commitment to maintaining and role modelling a high standard of professional conduct and ability to exercise sound judgement.
4. Demonstrated ability to show initiative and demonstrated ability to critically analyse issues and identify solutions to problems.
5. Demonstrated high level written and verbal communication skills and demonstrated capacity to build and maintain effective working relationships with a diverse range of people and organisations.
6. Demonstrated organisational and time management skills including the ability to manage conflicting priorities.
7. Demonstrated proficiency in the use of computers and standard office software packages, and ability to learn quickly and adapt to new systems and processes.
8. Willingness to travel in accordance with the demands of the role and willingness to work in various locations across the Local Health District as required.

## OTHER REQUIREMENTS

- Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees.

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## CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available via the [Public Service Commission website](#).

### Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	<b>Manage Self</b>	<b>Intermediate</b>
	Value Diversity	Foundational
 Relationships	<b>Communicate Effectively</b>	<b>Intermediate</b>
	Commit to Customer Service	Foundational
	<b>Work Collaboratively</b>	<b>Intermediate</b>
 Results	<b>Deliver Results</b>	Foundational
	<b>Plan and Prioritise</b>	Foundational
	<b>Think and Solve Problems</b>	<b>Intermediate</b>
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	<b>Project Management</b>	<b>Intermediate</b>

## EMPLOYMENT SCREENING CHECKS

- National Criminal Record Check

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## JOB DEMANDS CHECKLIST

**Definitions:** \* Denotes a critical requirement of the job

### Frequency

<b>I</b>	Infrequent – intermittent activity exists for a short time on a very infrequent basis	<b>C</b>	Constant – activity exists for more than 2/3 of the time when performing the job
<b>O</b>	Occasional - activity exists up to 1/3 of the time when performing the job	<b>R</b>	Repetitive – activity involves repetitive movements
<b>F</b>	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	<b>N/A</b>	Not applicable – activity is not required to perform the job

CRITICAL	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
*	<b>Sitting</b> Remaining in a seated position to perform tasks			X			
*	<b>Standing</b> Remaining standing without moving about to perform tasks		X				
	<b>Walking</b> Floor type: even/uneven/slippery, indoors/outdoors, slopes		X				
	<b>Running</b> Floor type: even/uneven/slippery, indoors/outdoors, slopes						X
	<b>Bend/ Lean Forward from Waist</b> Forward bending from the waist to perform tasks	X					
	<b>Trunk Twisting</b> Turning from the waist while sitting or standing to perform tasks	X					
	<b>Kneeling</b> Remaining in a kneeling posture to perform tasks	X					
	<b>Squatting/ Crouching</b> Adopting a squatting or crouching posture to perform tasks	X					
	<b>Leg/ Foot Movement</b> Use of leg and or foot to operate machinery	X					
	<b>Climbing (stairs/ladders)</b> Ascend/ descend stairs, ladders, steps, scaffolding	X					
*	<b>Lifting/ Carrying</b>	Light lifting & carrying – 0 – 9kg	X				
		Moderate lifting & carrying – 10 – 15kg	X				
		Heavy lifting & carrying – 16kg and above					X
*	<b>Reaching</b> Arms fully extended forward or raised above shoulder		X				
	<b>Pushing/ Pulling/ Restraining</b> Using force to hold/restrain or move objects toward or away from body		X				
	<b>Head/ Neck Postures</b> Holding head in a position other than neutral (facing forward)		X				
*	<b>Hand &amp; Arm Movements</b> Repetitive movements of hands & arms		X				
	<b>Grasping/ Fine Manipulation</b> Gripping, holding, clasping with fingers or hands		X				
	<b>Work at Heights</b> Using ladders, footstools, scaffolding, or other objects to perform work						X
*	<b>Driving</b> Operating any motor powered vehicle		X				

CRITICAL *	SENSORY DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
*	<b>Sight</b> Use of sight is an integral part of work performance e.g. viewing of X-rays, computer screen				X		
*	<b>Hearing</b> Use of hearing is an integral part of work performance e.g. telephone enquiries				X		
	<b>Smell</b> Use of smell is an integral part of work performance e.g. working with chemicals						X
	<b>Taste</b> Use of taste is an integral part of work performance e.g. food preparation						X
	<b>Touch</b> Use of touch is an integral part of work performance			X			

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CRITICAL *	<b>PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment)</b> Assisting ↓	<b>FREQUENCY</b>					
		I	O	F	C	R	N/A
	<b>Distressed people</b> e.g. emergency or grief situations	X					
	<b>Aggressive &amp; uncooperative people</b> e.g. drug/alcohol, dementia, mental illness	X					
	<b>Unpredictable people</b> e.g. dementia, mental illness, head injuries						X
	<b>Restraining</b> Involvement in physical containment of patients/clients						X
	<b>Exposure to distressing situations</b> e.g. child abuse, viewing dead/mutilated bodies						X

CRITICAL *	<b>ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)</b>	<b>FREQUENCY</b>					
		I	O	F	C	R	N/A
	<b>Dust</b> Exposure to atmospheric dust	X					
	<b>Gases</b> Working with explosive or flammable gases requiring precautionary measures						X
	<b>Fumes</b> Exposure to noxious or toxic fumes						X
	<b>Liquids</b> Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						X
	<b>Hazardous substances</b> e.g. dry chemicals, glues	X					
	<b>Noise</b> Environmental/background noise necessitates people to raise their voice to be heard	X					
	<b>Inadequate lighting</b> Risk of trips, falls or eyestrain	X					
	<b>Sunlight</b> Risk of sunburn exists from spending more than 10 minutes per work day in sunlight	X					
	<b>Extreme temperatures</b> Environmental temperatures are < 15°C or > 35°C						X
	<b>Confined spaces</b> Areas where only one egress (escape route) exists	X					
	<b>Slippery or uneven surfaces</b> Greasy or wet floor surfaces, ramps, uneven ground	X					
	<b>Inadequate housekeeping</b> Obstructions to walkways and work areas cause trips & falls	X					
	<b>Working at heights</b> Ladders/stepladders/ scaffolding are required to perform tasks						X
	<b>Biological hazards</b> e.g. exposure to body fluids, bacteria, infectious diseases						X

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EXPECTED STANDARDS	ALL STAFF	LINE MANAGERS AND SUPERVISORS	SENIOR MANAGERS
<b>PATIENT SAFETY, RISK MANAGEMENT AND QUALITY IMPROVEMENT</b>	Actively participate in patient safety and ongoing quality improvement programs and practices that promote the best possible health outcomes for patients/clients.	Identify, develop, lead and monitor patient safety, risk management and quality improvement programs to improve the operation and promote the best possible health outcomes for patients/clients. Ensure that National Safety and Quality Health Service Standards are met.	Provide governance and strategic direction for the development, implementation and evaluation of patient safety and quality improvement programs that promote the best possible experience and health outcomes for patients/clients. Ensure that National Safety and Quality Health Service Standards are met.
<b>NSW HEALTH CORE VALUES</b>	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the NSW Health core values of <b>Collaboration, Openness, Respect, and Empowerment</b> , through demonstrated behaviours and interactions with patients, clients and employees.	Assist workers to identify and model specific behaviours and actions that reflect the NSW Health core values of <b>Collaboration, Openness, Respect, and Empowerment</b> , in the workplace.	Uphold the highest standards of professionalism at all times by performing the functions of the role efficiently, economically, fairly, impartially and with integrity and by actively advocating the NSW Health core values of <b>Collaboration, Openness, Respect, and Empowerment</b> , to ensure that Local Health District and Government expectations are met.
<b>NSW HEALTH CODE OF CONDUCT</b>	Read and acknowledge individual responsibilities as determined in the Code of Conduct. Acknowledge the Code of Conduct as a framework for professional behavior, ethical practice and decision-making. Acknowledge and accept a shared responsibility for ensuring that their own behaviour and the behaviour of colleagues meets the standards outlined in the Code of Conduct. Report and express any workplace concerns fairly, honestly and respectfully.	Ensure workers are provided with a copy of the Code of Conduct upon appointment or reappointment. Provide advice to each worker to ensure they understand their responsibilities under the Code of Conduct. Maintain a record of when this occurred.	Model and encourage behavioural expectations as outlined in the Code of Conduct.
<b>HEALTH AND SAFETY</b>	Comply with SESLHD WHS and IM processes and any measures put in place to protect their health and safety at work. Contribute to and participate in WHS consultation and training initiatives. Contribute to workplace safety planning, including the review and continual improvement processes at a local level via the WHS consultation arrangements.	Implement all elements of the SESLHD health and safety management system. Monitor and evaluate the department's WHS and Injury Management (IM) performance. Actively develop workers' WHS performance. Report progress toward and barriers to the achievement of Service WHS and IM targets to senior management.	Apply due diligence to known and emergent WHS risks. Actively engage in service WHS planning and reporting. Set WHS and IM performance targets for the Service. Monitor and measure individual departments' WHS performance against targets.
<b>REGISTRATION AND LICENCES</b>	Maintain registration and licences required for position held.		