

# POSITION DESCRIPTION

## Management Trainee, SESLHD Health Management Graduate Program, 2020 Intake

| SOUTH EASTERN SYDNEY LOCAL HEALTH DISTRICT  |  |
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| <p><b><u>OUR PURPOSE:</u></b></p> <p>To enable our community to be healthy and well; and to provide the best possible compassionate care when people need it.</p> <p><b><u>OUR VISION:</u></b></p> <p>Exceptional care, healthier lives</p> |  |
| <b>CLASSIFICATION</b>   | Health Mgr Lvl 1   |
| <b>STATE AWARD</b>  | Health Managers (State) Award  |
| <b>ESSENTIAL REQUIREMENTS</b>   | <ul style="list-style-type: none"> <li>• All staff are required to complete and submit a Pre-employment Health Declaration Form.</li> <li>• Dependant 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 .</li> <li>• 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.</li> <li>• To be eligible for the SESLHD Health Management Graduate Program, applicants must hold a tertiary qualification in a related field from a recognised university provider at the time of commencement of the program in January 2020.</li> </ul> |
| <b>VACCINATION CATEGORY</b>   | Category B   |

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| <b>PRIMARY PURPOSE</b> | <p>The vision for South Eastern Sydney Local Health District (SESLHD) is '<b>exceptional care, healthier lives</b>'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.</p> <p>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</p> |
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|                             | <p>components:</p> <p><b>1. Workplace Component:</b><br/>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.</p> <p>SESLHD Management Trainees are developed and supported throughout the program via a range of professional development activities, including training, attendance at conference and events, and mentoring.</p> <p><b>2. Academic Component:</b><br/>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.</p> <p>Throughout the program, the progress of Management Trainees is measured against the NSW Public Sector Capability Framework.</p> <p>Management Trainees are required to successfully undertake and complete all components of the program, as outlined above, within the two years of the program in order to progress and graduate.</p> |
| <b>KEY ACCOUNTABILITIES</b> | <ul style="list-style-type: none"><li>• Perform a range of management and administrative tasks, with guidance and supervision as required.</li><li>• Monitor work priorities to ensure delivery of efficient and high-quality work, to meet the needs of the team and department.</li><li>• Work collaboratively with fellow Management Trainees and other staff members in the delivery of projects and other tasks.</li><li>• Build and maintain effective working relationships with key internal and external stakeholders to ensure organisational priorities are met.</li><li>• Maintain a high level of professional integrity and represent SESLHD and the Health Management Graduate Program to a high standard both internally and externally.</li><li>• 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.</li></ul>  |

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|  | <ul style="list-style-type: none"><li>• Assist in 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.</li><li>• 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.</li><li>• Perform other duties in line with the priorities of the department or the organisation that are consistent with the position.</li><li>• Undertake and successfully complete all assessments and requirements of the academic component of the program.</li></ul> |
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| <b>SELECTION CRITERIA</b> | <ol style="list-style-type: none"><li>1. Tertiary qualifications in a related field from a recognised university provider.</li><li>2. Demonstrated high level of motivation and commitment to a career in health service management.</li><li>3. Demonstrated commitment to maintaining a high standard of professional conduct and ability to exercise sound judgement.</li><li>4. Demonstrated ability to show initiative and demonstrated ability to critically analyse issues and identify solutions to problems.</li><li>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.</li><li>6. Demonstrated organisational and time management skills including the ability to manage conflicting priorities.</li><li>7. Demonstrated proficiency in the use of computers and standard office software packages, and ability to learn and adapt quickly to new systems and processes.</li><li>8. Willingness to travel in accordance with the demands of the role and willingness to work in various locations across the Local Health District</li></ol> |
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|  | as required. |
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| <b>KEY CHALLENGES</b> | <ul style="list-style-type: none"> <li>Working in a demanding, busy and complex environment where there are competing priorities.</li> <li>Managing time and balancing the requirements of all aspects of the program, including managing full-time work and part-time study requirements.</li> <li>Adapting to a constantly changing work environment, as well as keeping up with new technology and changes in health policy, procedures and administrative structures.</li> <li>Working with a range of individuals and teams, and adapting to different management styles.</li> <li>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.</li> </ul> |
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| 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 placement, 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   |

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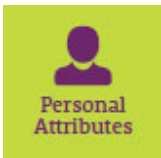
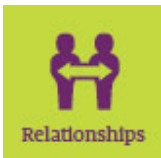


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|  |  | Trainees will build relationships with staff and students from the partner university. |
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| <b>OTHER<br/>REQUIREMENTS</b> | <ul style="list-style-type: none"><li>• Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</li></ul> |
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| NSW Public Sector Capability Framework   |                                     |              |
|--|-------------------------------------|--------------|
| Capability Group   | Capability Name                     | Level        |
| <br>Personal Attributes | Display Resilience and Courage      | Foundational |
|  | Act with Integrity                  | Foundational |
|  | Manage Self                         | Intermediate |
|  | Value Diversity                     | Foundational |
| <br>Relationships       | Communicate Effectively             | Intermediate |
|  | Commit to Customer Service          | Foundational |
|  | Work Collaboratively                | Foundational |
|  | Influence and Negotiate             | Foundational |
| <br>Results            | Deliver Results                     | Foundational |
|  | Plan and Prioritise                 | Foundational |
|  | Think and Solve Problems            | Intermediate |
|  | Demonstrate Accountability          | Foundational |
| <br>Business Enablers | Finance                             | Foundational |
|  | Technology                          | Intermediate |
|  | Procurement and Contract Management | Foundational |
|  | Project Management                  | Intermediate |