

POSITION DESCRIPTION

Manager Environmentally Sustainable Healthcare - Lismore

Our CORE values
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Northern NSW Local Health District
Position Classification	Health Mgr Lvl 3
State Award	Health Managers (State) Award
Category	Policy & Planning Policy & Planning Manager
Vaccination Category	Category A
ANZSCO Code	132411 Policy and Planning Manager
Website	www.nnswlhd.health.nsw.gov.au/

PRIMARY PURPOSE

As a public health service, the Northern NSW Local Health District (NNSWLHD) is committed to protecting and promoting the health of our communities and providing health services that are safe, high quality and high value for patients, our staff, our community and our organisation. We recognise that climate change will likely have impacts on the health of our community and we therefore have a responsibility to both prepare our organisation for these impacts and to reduce our organisation's greenhouse gas emissions.

Supporting the NNSWLHD in being recognised as an environmentally sustainable organisation, primarily through managing strategies and initiatives to reduce its greenhouse gas emissions. Leading the LHD's understanding of the health and service risks and impacts of climate change and identifying measures to help mitigate and adapt to climate change.

Coordinate the leadership of the collaborative development, planning, implementation and measurement of actions to support local and NSW Government plans and policies in relation to environmental sustainability, and notably in enhancing its efficient use of resources in relation to electricity, fuel, water, and its production of waste is a key function of the role.

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). New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate 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. Please provide proof of booster vaccination if available.

ESSENTIAL REQUIREMENTS

Valid unrestricted drivers' licence for use in NSW/Australia.

Responsibilities under WHS - 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.

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KEY ACCOUNTABILITIES

Lead the development and implementation of NNSWLHD plans for enhancing the environmental sustainability of its operations, notably through the reduction of its greenhouse gas emissions and the efficient use of resources to meet LHD and NSW government targets.

Progress policies and actions that reduce or optimise NNSWLHD's use of electricity, fuel, water, and its production of waste, including through its infrastructure management, and its procurement actions, to result in being a more resource-efficient organisation.

Engage and collaborate with internal and external stakeholders in the development and implementation of initiatives to improve the environmental sustainability of NNSWLHD.

Perform and facilitate required analysis and investigations to provide advice and recommendations on which potential initiatives will best support the LHD's goals, targets and policy requirements for resource efficiency and environmental sustainability.

Facilitate an appropriate governance structure, and associated working groups, networks or community of practice to enable engagement, collaboration and decision-making required to enhance environmental sustainability in NNSWLHD.

Lead and coordinate the implementation of plans, initiatives and other actions that will enhance NNSWLHD's resource efficiency and environmental sustainability.

Lead NNSWLHD's management of climate risk, including both the potential service delivery and health impacts of climate change. This includes assessing risk factors for the LHD and developing and implementing both mitigating and adaptive actions.

Measure and report on the LHDs adherence to relevant legislation, policies, plans and targets, including those for resource utilisation and emissions, in order to ensure that compliance and progress is monitored.

KEY CHALLENGES

- Leading innovative approaches to sustainable and efficient resource use and management within a large and complex organisation which has competing priorities, diverse professional and stakeholder groups, and finite budget and resources.
- Balancing and prioritising strategies and actions which are outcome and value focused and will deliver against organisational objectives, whilst also being pragmatic and cost-effective.
- Effectively engaging and communicating with stakeholders to ensure involvement and buy-in across all areas and levels of the District, as well as advocating for bottom-up approaches to sustainable and efficient health service delivery.

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KEY RELATIONSHIPS	
Who	Why
Line Manager	Strategic direction, leadership and feedback from the manager, who is responsible for ensuring alignment with overall organisational priorities.
LHD Clinical and non-clinical teams across the District	Engage and collaborate with a broad range of staff from across the District's directorates and facilities to develop and implement approaches to meeting efficiency and sustainability objectives.
District Executive Leadership team	Provide advice and recommendations to the Executive team to inform decision-making.
External Stakeholders within NSW Health	Engage with the Ministry of Health in relation to state-wide priorities and targets as well as liaising with counterparts in other Districts to share learnings and best practice approaches.
Stakeholders external to NSW Health	Communicate and collaborate with relevant external stakeholders which may include other government agencies and consumer consultation groups.

SELECTION CRITERIA

1. Relevant combination of qualifications and/or work experience that demonstrate knowledge and ability to apply best practice and change management methodologies to deliver organisational improvement and efficiencies across a range of diverse functions. Relevant qualifications may include those in health service management, business administration, sustainability, environmental science, sustainability planning, building and design, engineering, or similar.
2. Highly developed analytical and problem-solving skills with the ability to use and interpret data, think laterally and critically, and to develop and implement innovative solutions to complex challenges.
3. Demonstrated ability to positively engage with stakeholders and develop effective working relationships with various people including clinicians, executives, and external partners.
4. High-level verbal and written communication skills, including the ability to interact and negotiate with staff at all levels of the organisation, as well as being able to influence change through clear communication which is supported by evidence.
5. Demonstrated experience in program/project delivery and evaluation, with a focus on continual improvement and delivering outcomes.
6. Knowledge and understanding of the NSW Health system or other large operational service systems.
7. Knowledge of Australian and NSW Government targets, plans and policies relating to greenhouse emissions and resource efficiency; and potential opportunities for reducing Northern NSW Local Health District's greenhouse emissions.
8. Valid unrestricted drivers' licence for use in NSW/Australia and willingness to travel in the course of employment.

OTHER REQUIREMENTS

Professional Behaviour and Communication

All employees are required to achieve, uphold and model a high standard of professional behaviour and communication.

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- Any conduct on your part, whether during or outside business hours, which has the capacity to affect or damage the professional reputation of NSW Health, or your ability to uphold that reputation or image, could lead to disciplinary action, including dismissal
- Appropriate professional behaviour incorporates all levels of interpersonal behaviour, including formal and informal communication with colleagues, patients and carers

All employees are responsible for:

- Complying with all current NSW Health and NNSWLHD policies, including the NSW Health Code of Conduct
- Complying with profession-specific Code of Ethics/Code of Professional Conduct and Scope of Practice

Workplace Culture

Your workplace behaviours and practices are expected to:

- Proactively contribute to a positive, productive and safe workplace culture
- Adhere to the CORE values of Collaboration, Openness, Respect and Empowerment identified in the NSW Health Workplace Culture Framework

Privacy

All employees are expected to comply with personal information protection principles and health privacy principles as per the NSW Health Privacy Manual for Health Information, NSW Health and NNSWLHD privacy policies and procedures, and relevant legislation:

- Privacy and Personal Information Protection Act 1998 (NSW)
- Health Records and Information Privacy Act 2002 (NSW)

Performance

All employees will:

- Have a performance agreement with their manager, linking individual performance objectives and role requirements to corporate objectives
- Participate in an annual performance appraisal
- Be responsible, with the support of their managers, for proactively developing their own performance to meet expectations and achieve objectives
- Actively contribute to their performance management by having open and honest conversations with managers and colleagues and providing and receiving constructive feedback

Quality Improvement

NNSWLHD complies with the National Safety and Quality Health Service Standards. All employees are expected to:

- Be aware of and comply with their responsibilities under the Standards
- Actively participate in quality improvement initiatives within their teams
- Participate in organisation-wide quality improvement activities as required

Workplace Health & Safety

All employees have responsibilities under the Workplace Health & Safety Act of 2011. Signing this Position Description confirms you understand the responsibilities relevant to your role.

Risk Management

All employees are expected to notify into the incident management system any incidents and patient complaints which occur in your own area (both clinical and corporate incidents).

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All employees will:

- Identify and manage risks in your own area, and report risks to your manager which are beyond your capacity or authority to manage

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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
	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Advanced
	Value Diversity	Adept
	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

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NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> • Act as a professional role model for colleagues, set high personal goals and take pride in their achievement • Actively seek, reflect and act on feedback on own performance • Translate negative feedback into an opportunity to improve • Maintain a high level of personal motivation • Take the initiative and act in a decisive way
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets

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NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<p>new business needs</p> <ul style="list-style-type: none"> • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
<p>Results Demonstrate Accountability</p>	Adept	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions • Ensure that actions of self and others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others • Conduct and report on quality control audits • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
<p>Business Enablers Technology</p>	Adept	<ul style="list-style-type: none"> • Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business • Support compliance with the records, information and knowledge management requirements of the organisation