

POSITION DESCRIPTION

Manager Mission & Formation (Health Services)



Mercy Values:	Compassion, Hospitality, Respect, Innovation, Stewardship, Teamwork		
Position title:	Manager Mission & Formation (Health Services)	Employee name:	
Entity/Group:	Mission Leadership WMH/MHW	Date:	
Location:			
Position reports to:	Executive Director, Mission Leadership	Positions reporting to this one:	Chaplaincy Services
Responsible to:			
Position Purpose:	The Manager Mission Formation, Health Services is responsible for working collaboratively in the planning, development, direction, implementation and assessment of all activities within Mission Leadership in Health Services.		
Qualifications & Requirements:	<ul style="list-style-type: none"> • Post graduate qualifications in Theology/Religious Education/Pastoral Studies, or equivalent • Clinical Pastoral Education, or equivalent • An appreciation of charism in the Catholic tradition and the Mercy Health charism in particular • An understanding of the principles of Catholic health care • Experience in adult faith education and development of education and liturgical resources • Accomplished presenter • Experience working at a senior leadership level within a complex system such as Health • Proficient Computer Skills 		

Resource management:	Total staff management (FTE): Annual Operating Expenditure: Annual Capital Expenditure:	1.0
Leadership Capability Framework Leader Level:	Operational Leader	

Mandatory Organisational Competencies

- Comply with all mandatory organisational competencies (annual completion required)
- Act professionally and in accordance with the Mercy Health Code of Conduct
- Participate in annual performance development review (PDR) process (where applicable)
- Recruitment & Selection Training

Personal Competencies

- Respect and compassion with a high level of empathy and sensitivity
- Ability to work in a multi-faith, multi-cultural environment and with people from a range of faith perspectives
- Comfort with the leading of formation activities which promote the Catholicity of the hospital in a multi-faith, multi-cultural context
- High level interpersonal and communication skills
- A capacity for self-reflection and an ability to encourage this within team members
- Well formed in the Catholic faith

Job Competencies

- Demonstrates values and behaviours aligned with the applicable leader level in the Leadership Capability Framework
- Ability to think strategically, create a vision and provide direction for Mission Leadership in Mercy Health Services
- Ability to collaborate within a multi-disciplinary team
- Conflict resolution skills
- Ability to represent and build the profile and role of Mission Leadership and the formation to support its growth

Job Specific Requirements

Key Result Areas	Key Activities	Standard Measures
<ul style="list-style-type: none"> Develop strategy for mission formation in Health Services and oversee its implementation and assessment. 	<ul style="list-style-type: none"> Set direction to ensure the values and mission of Mercy Catholic health care is understood Implement programs for the ongoing formation of the Health Services team Review and establish a process for the induction and orientation Hospital staff 	<ul style="list-style-type: none"> Establish relationships with Managers and the pastoral care team Provide, implement and report against an operational plan for the development of mission formation in health services Presentations are evaluated with a view to ongoing improvement in service delivery
<ul style="list-style-type: none"> Creates/refines and delivers formation opportunities in Mercy Health Services 	<ul style="list-style-type: none"> Presentation of formation opportunities for key staff and staff groups 	<ul style="list-style-type: none"> Development of an induction and orientation program Hospital Services
<ul style="list-style-type: none"> Keeps current on trends in Catholic health care ministry, especially regarding formation for mission, ethics, spiritual care, community benefit, and other theological issues. 	<ul style="list-style-type: none"> Attends professional development as appropriate Provides reports/presentations to relevant team/s and staff to ensure the development of ongoing formation for mission 	<ul style="list-style-type: none"> Development of strategic approach to formation for mission
<ul style="list-style-type: none"> Works closely with the Hospital Ethicist to ensure that the Catholic Health Australia Code of Ethics and other relevant Church documents are embedded in clinical practice 	<ul style="list-style-type: none"> Ensure that the Catholic Health Australia Code of Ethics is embedded in formation programs 	<ul style="list-style-type: none"> Provides opportunities for the Hospital Ethicist to participate in formation programs delivery Is an ex-officio member of the Ethics Committee
<ul style="list-style-type: none"> In collaboration with Mission Leadership team, plans and develops the theme, focus, and content of the organization wide mission formation, prayer and liturgical opportunities 	<ul style="list-style-type: none"> Coordinates chaplaincy services Ensures that relevant liturgical events are planned and celebrated Participates in the development of resources 	<ul style="list-style-type: none"> Develops a process for distribution of resources as appropriate

Mercy Health Requirements

Key Result Areas	Key Activities	Standard Measures
<p>Mercy Health Values</p> <ul style="list-style-type: none"> Demonstrates and upholds the Values and Mission of Mercy Health. 	<ul style="list-style-type: none"> Ensure the values of Mercy Health are incorporated into daily work practices for all staff. Maintain and develop the heritage of Catherine McAuley and the legacy of the Sisters of Mercy in striving for identity, expression and relevancy in the daily challenges of Health Services 	<ul style="list-style-type: none"> Demonstrates compassion and provides support to staff and customers Demonstrates kindness and generosity of spirit Consistently shows respect and values each person's dignity. Seeks opportunities to be innovative for improvement. Communicates openly and honestly as an effective team member. Participates in Formation opportunities Establishes processes for staff to attend Formation opportunities
<p>Equity and Inclusion</p> <ul style="list-style-type: none"> Demonstrates leadership in diversity, inclusion and gender equality 	<ul style="list-style-type: none"> Harnesses the benefits of diversity by identifying and including underrepresented groups Reviews gender equality indicators at the team level (see Gender Equality on MercyNet) Implements actions to address any areas of concern Critically reflects on own subconscious or unintended bias Is a visible champion for diversity and inclusion 	<ul style="list-style-type: none"> Improved performance against gender equality indicators Employee Engagement Survey results Participation in diversity-related initiatives

Key Result Areas	Key Activities	Standard Measures
Work Health & Safety <ul style="list-style-type: none"> • Provide so far as is practicable, a healthy and safe environment for staff and others in the workplace. 	<ul style="list-style-type: none"> • Undertake regular risk assessments. • Actively review work procedures and supervise staff to ensure all work is performed in a safe manner. • Ensures those under supervision, comply with Mercy Health principles and practices for safeguarding children, adults at risk and vulnerable people in accordance with the National Catholic Safeguarding Standards. • Actively investigate incidents. • Ensure all new staff are provided with an induction/orientation to the work area. • Assist injured staff to return to work in a safe and timely manner. 	<ul style="list-style-type: none"> • Risk assessments completed and controls implemented. • Incident forms thoroughly completed. • Completion of incident investigations. • Provision of alternative duties. • Induction/orientation records. • Number and costs of Work Cover claims.

Employee's Signature: _____

Date: _____

Print Name: _____

Line Manager Signature: _____

Date: _____

Print Name: _____