

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Director Mission Integration (DMI)</b>
<b>CLASSIFICATION:</b>	Mercer 5
<b>REPORTS TO:</b>	Hospital or Service CEO as direct line manager, with professional line relationship to GDMI via GMMI
<b>PERFORMANCE AND DEVELOPMENT PLAN:</b>	<i>Conducted during the first 3 months from the time of commencement and in accordance with the Performance Review and Development Policy. This Position Description shall be considered at the time of conducting your Performance and Development Plan.</i>

### **ST JOHN OF GOD HEALTH CARE MISSION AND VALUES**

Our vision is to bring healing to people through services that are caring, comforting and affirming and give them a reason to hope and a greater sense of their own dignity.

Our organisational culture reflects our values of Hospitality, Compassion, Respect, Justice and Excellence and each management position carries the responsibility for leadership of a Ministry of the Catholic Church.

Importantly because the whole of the organisation is concerned with caring for or supporting people, those associated with the provision of services, at all levels are considered to be "Caregivers".

Caregivers are expected to uphold the five values, treating each other and those they serve with respect and dignity in support of our vision.

#### **1. PURPOSE OF POSITION**

The Director Mission Integration (DMI) works with the Hospital or Service CEOs and Group Director of Mission Integration (GDMI) in the provision of strong inclusive leadership that seeks to strengthen and facilitate the Mission of SJGHC through the implementation of the SJGHC Mission strategy. Mission leadership at SJGHC is the professional resource that supports the embedding of Mission in to the organisation.

The primary responsibility of the DMI is to promote and further develop the leadership capacity and capability of leadership for Mission among senior leaders and managers in the Hospital or Service/s to which they are appointed. Other responsibilities for the DMI are set out below.

The DMI reports to the Hospital or Service CEO as direct line manager, with a professional line relationship to the Group Director Mission Integration (GDMI). The GDMI delegates responsibility for this relationship on a day to day basis to the Group Manager Mission Integration (GMMI). The GMMI role functions to ensure a collaborative network of Mission leaders at SJGHC to ensure a robust, consistent and cohesive approach to Mission integration across the group.

## **2. POSITION REQUIREMENTS**

### **2.1 Mission**

- Capacity to understand and willingness to support and promote the Mission and Values of St John of God Health Care.
- Commitment to organisation's service ethos through the provision of excellent service.
- Caregivers are required to act in accordance with the standards of behaviour outlined in the SJGHC Code of Conduct document.

### **2.2 Strategic**

- Serves as a resource to the CEO and Hospital or Service leadership team with regard to considerations of health care and community services that are reflective of a Catholic ministry.
- Provides vision and leadership for Mission integration within the Hospital or Service in partnership with the CEO and Hospital/Service Management Committee (HMC).
- Assists in maintaining the integrity of the Catholic identity of the hospital or service and assists the CEO to take action where there are deficits.
- Assists members of the HMC to broaden their scope of concern beyond traditional organisational priorities to create a well-integrated frame of reference for business decisions and processes that reflects SJGHC Mission and ethical practice.

### **2.3 Operational**

- Embeds Mission aligned leadership practices through developing the capacity of leaders to:
  - Lead discernment, grow a culture of reflective practice, and model Mission aligned decision making
  - Demonstrate Mission aligned leadership behaviours (SJGHC Leadership Profile)
  - Lead formation of own teams and caregivers through practicing Reflection for Action, and formation in the moment
- Deliver initiatives in formation in partnership with the GM Formation & Ethics and SJGHC Learning & Development team that reflect the goals of formation.
- Builds capacity and capability of CEO, HMC and senior leaders and managers to lead formation of own teams and caregivers.
- Promotes ethical decisions and behaviours through the provision of analysis and access to ethics expertise.
- Assists CEO in orienting new leaders to SJGHC Mission, Vision and Values, Mission discernment, Formation, and the SJGHC Leadership Profile.
- Works under the direction of the GMMI to ensure the implementation of

- group wide Mission strategy and initiatives.
- Works with the GMMI in a mentor/mentee relationship to monitor and further own performance.
- Works with the CEO and GM Formation & Ethics to develop annual Formation plans for leaders and caregivers in line with SJGHC Formation for Mission policy.
- Where relevant, works with Manger of Social Outreach service/s to ensure leaders and caregivers have access to Formation in line with SJGHC Formation for Mission policy.
- Serves as a resource to assist all leaders and managers to lead Mission Discernment with their teams
- Works with the Group Manager Pastoral Services (GMPS) to:
  - Develop and deliver Pastoral Services strategy and associated initiatives,
  - Actively monitor performance of Pastoral Practitioners and take steps to address deficits in consultation with GMPS,
  - Support the continued growth and development of Pastoral Services, and Pastoral Practitioners, and
  - Produce accurate reports with regard to service performance and outcomes for patients/residents.

## **2.4 Relational**

- In conjunction with CEO Hospital/Service serves as a point of liaison with local Social Outreach services to ensure the relationships between hospitals and community services remain strong, particularly through shared events and celebrations.
- Works in partnership with the GMMI to ensure that SJGHC Hospitals and Services continue to build positive relationships with local Diocese/s.
- Participates in local diocesan initiatives in consultation with GDMI and CEO.

All other reasonable duties as directed by the GDMI or GMMI as delegate.

## **3. Team Work**

- Participate as a valued team member promoting and contributing to a supportive team environment.
- Recognising and undertaking the DMI role with local Hospital/Service and as part of the Mission team at SJGHC.

## **4. Communication**

- Communicate effectively with all customers and patients using the appropriate channels, utilising appropriate formal and informal channels of communication.
- Ability to develop and communicate key pieces of information in easy English
- Develops strong collegiate relationships with other directors.
- Fosters external stakeholder relationships to the benefit of the service.
- Coordinates and ensures recording of regular unit/service meetings to ensure all caregivers are well informed and are actively encouraged to participate in unit/service and organisational activities and decision making.
- Develops and maintains effective networks and relationships with all professional groups both within and external to the organisation in order to

build proactive and visible partnerships in pursuance of service related improvements.

## **5. Formation and Leadership**

- Provide leadership, through effective personal, professional communication, and interpersonal capabilities and change management as well as team and strategic capabilities – as outlined in the SJGHC Leadership Profile.
- Continually develop skills, acquiring additional knowledge, via internal and external training.
- Facilitate caregiver development, including preceptoring, coaching, mentoring and achieving competencies.
- Ensure caregivers within the portfolio have performance development plans, where they are held accountable for meeting expectations and agreed goals that are reviewed at least annually.
- Participate in director Meetings as well as relevant committees and working parties.
- Conduct and record regular meetings ensuring caregivers are informed and encouraged to participate in relevant activities and decision making.
- In collaboration with Human Resources, implement caregiver/industrial relations policies, including managing disciplinary matters and grievances in accordance with group-wide and divisional policies, to ensure good caregiver relationships.

## **6. Collaborative Leadership in Health Care**

- Assist in the establishment and maintenance of mutually beneficial relationships to enhance patient care and business outcomes.
- Develop and maintain effective relationships with relevant internal and external professional groups to build and enhance service delivery on a divisional and group-wide basis.

## **7. Social Outreach**

- Participate, support and promote self and caregiver participation in divisional and group Social Outreach and Community programs and initiatives.

## **8. Quality and Risk**

- Participate in, contribute to and implement quality improvement and risk management into all aspects of service.

## **9. Occupational Health and Safety**

- Adhere to all applicable St John of God Health Care policies and guidelines.
- Take reasonable care of themselves and others.
- Not to interfere, bypass or misuse any system or equipment provided for health, safety and welfare purposes.
- Take all actions to avoid, eliminate or minimize hazards.
- Seek information on any work they undertake and be aware of the risks and hazards associated with their work.
- Report all incidents / hazards / injuries.

- Assist in completion of incidents / hazards / injuries reports.
- Participate in the documentation of Risk Assessments and Standard Operating Procedures for activities that could pose an OHS risk.
- Raise OHS issues with appropriate caregivers and take part in OHS consultative arrangements.
- Use Personal Protective Equipment as required and directed.
- Attend all mandatory and recommended OHS training as scheduled by Group Services.
- Promote a positive safety culture within their areas by demonstrating a positive commitment to OHS.

## **10. Environment**

- The caregiver, recognising St John of God Health Care commitment to responsible environmental stewardship, will support the organisational Environmental goals in performance of all duties.

## **SELECTION CRITERIA**

### **Essential**

- Demonstrated capacity to articulate and integrate the Vision, Mission and Values of St John of God Health Care into everyday actions and behaviours.
- As a practicing Catholic, possesses a demonstrated understanding of and commitment to the Catholic faith.
- Qualifications in Theology, Scripture, Ethics, Ministry or related studies.
- Demonstrated ability to develop the leadership abilities of senior leaders and managers to align with, and promote, organisational mission, vision and values.
- Demonstrated understanding and application of key theological principles to all aspects of Mission aligned leadership.
- Demonstrated performance as a strategic and influential leader including the capacity to build collaborative relationships among senior leaders.
- Demonstrated expertise in developing, presenting and facilitating Formation programs.

### **Desirable**

- Significant experience in, or demonstrated understanding of, the health care sector.
- Advanced understanding of Catholic teaching with regard to ethical issues in health care, business ethics and Catholic Social Teaching.
- Sound knowledge of the governance and structures of the Catholic Church with capacity to build relationships between ministries of the Church.

