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|  | Director of Mission Integration  *Calvary Health Care Kogarah* |

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| **Position Title:** | | Director of Mission Integration | | | |
| **Position Number:** | | TBA | **Cost Centre:** | | M1233 |
| **Site/Facility:** | | Calvary Health Care Kogarah | | | |
| **Department:** | | Mission | | | |
| **Enterprise Agreement** | | The NSW (Non-Declared) Affiliated Health Organisations’ Health Employees Agreement 2019 | | | |
| **Classification:** | | Health Manager Level 4 | | | |
| **Reports To:** | | Regional Director of Mission (administratively and professionally)  General Manager (operationally) | | | |
| **Date of Preparation:** | | August 2018 | **Date Updated:** | | February 2024 |
| **Primary Purpose** | | | | | |
| The Director of Mission Integration provides executive leadership in promoting the mission and core values of Calvary. The leadership of the Director of Mission Integration supports the strategic goals of the organization. This leadership bears fruit in the demonstrated integration of the mission and Spirit of Calvary into organizational operations. | | | | | |
| **Organisational Environment** | | | | | |
| Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of Public and Private Hospitals, Residential Care and Retirement Communities and Community Care service centres  Calvary continues the mission of the Sisters of the Little Company of Mary, a mission focused on caring for those who are sick, dying and in need. We express our values of hospitality, healing, stewardship and respect through “being for others” exemplified by the Spirit of Calvary and the example of Venerable Mary Potter.  As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.  At Calvary our vision as a Catholic Health, Community and Aged Care provider, is to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve.  Our Services include public and private hospital care, acute and sub-acute care, community care and Retirement and aged care services, in both rural and metropolitan areas.  Calvary Health Care Kogarah (CHCK) provides inpatient and community based Palliative Care and Rehabilitation and Aged Care services in the public health arena. CHCK operates within South Eastern Sydney Local Health District (SESLHD). | | | | | |
| **Accountabilities and Key Result Areas** | | | | | |
| ***People and Culture:***   * Articulates and makes operational the healing ministry of Jesus, as expressed in the philosophy, mission, vision and values of Calvary, as a credible driving force for the common good; identifies and supports the activities that already exemplify mission in action.   Models a leadership style that is collaborative, flexible and goal oriented; and develops, supports and engages in a team approach to leadership; contributes to leadership of the service in the spirit of Venerable Mary Potter and in light of recent priorities as articulated by Pope Francis.   * With the General Manager of the service, is responsible for ensuring the values of the organisation are reflected in its culture, its stories and the behaviours of its people. * Tells the story and explains the charism of the LCM Sisters and Little Company of Mary Health Care in the context of the current models of patient centred care. * Is accountable for, and engages heads of department in, promoting the mission focus areas established as a point of reference for developing, monitoring, evaluating and learning from our mission. * Actively promotes and engages in the nurturing of leaders, particularly heads of department, and the implementation of the Calvary Leadership Frameworks. * Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements. * Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect.   ***Excellence in Service Delivery:***   * Actively participate in the development and implementation of policies, practices and procedures to ensure that they reflect the Catholic Ethical tradition and the integration of mission and values in all aspects of the Service. * Effectively promote the development of ethical decision-making behaviours throughout the Service, reflective of organisational and clinical ethics and justice within the context of the Catholic moral tradition. * Promote education, benchmarking, measurement and reporting of mission integration activities within the Service as required by the Mission Governance Framework. * Encourage reflective practice at all levels of the Service. * Support the further development of local pastoral and volunteer services, which integrate with clinical models of care. * Promote Calvary’s approach to end of life care and continue to explore ways of operationalizing our key Palliative and End of Life Care principles within a contemporary health environment. * Ensure that our Services actively and successfully engage with, learn from and involves the diverse range of community members and key stakeholder groups for whom we care, through shared executive responsibility for local consumer engagement strategies. * Provide local leadership for the Services’ Reconciliation Action Plan. * Ensure that Calvary remains responsive to the needs of the poorest and most vulnerable in the local area through the development of appropriate partnerships and care initiatives. * Report regularly to the Regional Director of Mission on mission activities in the Services. * Attend established meetings with National Mission group.   ***Wise Stewardship:***   * Contributes strategically at the local Executive Level in relation to all facets of the services and position the organisation for the future. * Provide leadership to and oversee the management of Pastoral Care Services including the day to day management where required and be accountable for the development at the local level of a safe, highly effective and quality pastoral care service. * Provide leadership to and oversee the management the Volunteer Department in line with Best Practice Volunteer Standards. * Work with the local Executive team to ensure the facility reflects Calvary’s Catholic identity, but still is welcoming to all, regardless of their backgrounds and faiths. * Regularly advise the General Manager and the Regional Director of Mission in relation to all outcomes related to the Mission Governance Framework and any emerging external and internal issues of non-compliance with ethical guidelines. * Ensure the services are aware of their obligations in regards to the oversight of chapels and sacred spaces, liturgical compliance, Diocesan protocols and the maintenance of heritage spaces, artworks and artefacts.   ***WH&S Responsibilities:***   * Takes reasonable care for own health and safety and the health and safety of others in the workplace. * Complies with relevant Calvary WHS policies, procedures, work instructions and requests. * Reports to their supervisor any incident or unsafe conditions which come to attention. * Observes any additional requirements as outlined in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary Connect). * Mandatory Vaccination for all CHCK employees, compliant with NSW Health Policy PD2023\_022   ***Excellence in Service Development:***   * Ensure Calvary’s Discernment framework is integrated into local business processes, is understood by the local Executive team and heads of department and is demonstrably used by decision makers. * Work with the Service to develop strategies, initiatives and programs that communicate the mission and values of Calvary in a contemporary way. * Develop orientation programs and formation education for staff, volunteers and contractors that enables each person to live their particular vocation in the Spirit of Calvary. * Explore opportunities to collaborate with other Calvary mission leaders to integrate and leverage the wider Calvary group. * Promotes care-related initiatives in support of people most vulnerable and at-risk in the community, which are demonstrably valued by them. * Champions ‘think global, act local” environmental plans of action.   ***Community Engagement***   * Build and maintain strong relationships with staff and those who support patients and their families, to ensure clear and open communication on all matters related to mission, ethics, culture, and person-centred high quality care within the services of Calvary Kogarah. * Develop and maintain integral relationships with local Church communities, local LCM Sisters, other faith traditions and key cultural groups and agencies for the benefit of the mission and to improve access for patients and clients to effective health, aged and home care services. * Takes executive responsibility for ensuring that the service partners with consumers at every level. * Develops and maintains effective professional relationships with all stakeholders. * Liaises with other Calvary Directors of Mission Integration, Regional Directors of Mission and Executive members to ensure the development of consistent practice across the organisation. | | | | | |
| **Key Relationships** | | | | | |
| Internal: | * Executive, Heads of Department and all staff * Regional Director of Mission and Regional CEO * National Director of Mission and other National Executive Leadership Team members * National Mission personnel * Pastoral Care Manager and staff * Volunteers * Other Calvary Services * Local LCM community members | | | | |
| External: | * Church officials and representatives * Ecumenical and Interfaith Groups * Local community groups and organisations * Consumer Advisory Group * Calvary Community Council * Clinical Research and Ethics Committee * Industry stakeholders | | | | |
| **Position Impact** | | | | | |
| Direct Reports: | To be determined | | | | |
| **Selection Criteria** | | | | | |
| ***Skills & Experience***   * Extensive experience in working within a hospital, aged care or community based setting. * Person of faith who is well formed in the Catholic tradition and ethical principles, including ability to uphold the Catholic identity of the organisation. * Sound knowledge of the principles of Catholic health and able to understanding the plurality of religions and cultures that will be encountered among staff, volunteers, patients and their families and the community. * Outstanding emotional intelligence and communication, facilitation, interpersonal, relationship building, risk and stakeholder management skills. * Demonstrated integrity, professionalism and capability to lead individuals and communities through times of uncertainty, change and transformation. A team builder. * Strong analytical skills and a demonstrable understanding of governance. * Demonstrated experience in developing close alignment between mission, strategic priorities and organisational culture leading to effective action.   ***Desirable***   * Experience in one or more of the following areas: communications and marketing, ethics, counselling, adult education, mission integration, pastoral care, health services or other not-for-profit management. * A demonstrated understanding of the philosophy and practical application of volunteering. * Knowledge of consumer participation and health promotion principles. * Understanding of the key current and likely future operating environment in the health, community and aged care sector and health care ministry.   ***Leadership Capabilities***  Calvary’s Leadership Capability Framework for Senior Managers differentiates our leaders from others by articulating the skills, behaviours and attributes that we want our leaders to have or be striving for. The key leadership capabilities that apply for a **Director of Mission Integration** position at Calvary are in the **Leading Business** level and outlined below.   |  |  |  |  | | --- | --- | --- | --- | | 1 | **Focus on the People we Serve:** - Ensuring that the perspective of the people and communities that we serve is a driving force behind strategic priorities, business decisions, organisational processes, and individual activities | 6 | **Awareness of Self and Others** - Establishing and sustaining trusting relationships by accurately perceiving and interpreting own and others’ emotions and behaviour. | | 2 | **Building Calvary Talent -** Providing feedback, instruction, and development guidance to help others excel in their current or future job responsibilities. | 7 | **Communicating with Impact**: - Communicating in a focused and appropriate manner in a way which makes an impact on the audience. | | 3 | **Driving Innovation** - Creating a culture that inspires people to generate new ways to solve work problems and seize opportunities that result in unique and differentiated solutions. | 8 | **Cultivating Partnerships and Relationships**: - Initiating and maintaining strategic partnerships and relationships with stakeholders inside and outside Calvary to advance strategic aims and mission. | | 4 | **Leading Change & Inspiring Transformation** - Driving the organisational and cultural changes needed to achieve strategic objectives and enable the implementation and acceptance of change within. | 9 | **Influence**: - Creating and executing influence strategies that gain commitment to one’s ideas and persuade key stakeholders to take action that will advance shared interests and business goals. | | 5 | **Leading Formation** - Leads the creative, communal and cumulative process of understanding, integrating and living out the distinctive foundational principles of the Catholic Church and the Little Company of Mary, which inform Calvary’s mission and ministry. |  |  | | | | | | |
| Approvals | | | | | |
| Signature: | | | | Date: | |
| General Manager’s Signature: | | | | Date: | |