

**Position Title:** Site Director (SD) / Director of Nursing (DON)

**Campus:** Horsham / Stawell

**Directorate:** Hospital Services

**Reporting to:** General Manager Hospital Services

**Professional Reporting to:** Chief Nursing and Midwifery Officer

**Direct Reports:** Administration Officer (as relevant to position)

**Professional Reports:** Nursing and Midwifery Staff at Grampians Health Horsham / Stawell

### Appointment Terms/Conditions:

**Classification and Code:** Horsham - Registered Nurse - Campus DON 8B  
Stawell – Registered Nurse – Campus DON 8C

**Enterprise Agreement:** Nurses & Midwives (Victorian Public Sector) (Single Interest Employers Enterprise Agreement)

### ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at [www.grampianshealth.org.au](http://www.grampianshealth.org.au)

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than seven thousand people across twenty-one campuses and sites with an annual operating revenue of over \$1B

<b>Collaboration</b>	<b>Compassion</b>	<b>Accountability</b>	<b>Respect</b>	<b>Innovation</b>
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships, and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness, and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions, and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

### POSITION PURPOSE

The Site Director / Director of Nursing (SD/DON) provides strategic, operational, and professional leadership for Grampians Health (GH) at their designated campus. As the senior site-based nursing and operational leader, the role is accountable for the collaboration / shared responsibility with the Stream Director for the integration and oversight of clinical operations to ensure the delivery of safe, high-quality, timely and patient-centred care.

The SD/DON fosters innovation, collaboration, and consistency in nursing practice, creating a culture of professionalism, accountability, empowerment, and continuous improvement. The role works in close partnership with Executives / Directors and senior leaders across Grampians Health to ensure campus operations are aligned with organisational strategic priorities, clinical service plans, and contemporary models of care.

Reporting to the General Manager, Hospital Services, with a professional reporting line to the Chief Nursing and Midwifery Officer (CNMO), the SD/DON is the primary point of escalation for site-based professional nursing standards and operational matters. The role provides visible leadership across the campus, drives clinical governance, supports workforce sustainability, and represents Grampians Health with internal and external stakeholders.

## **KEY ACCOUNTABILITIES**

- Function as a visible role model, demonstrating exceptional leadership and professional behaviour aligned with Grampians Health values.
- Promote the Grampians Health strategic direction and clinical service plan across the campus.
- Deputise for the Chief Nursing and Midwifery Officer and/or General Manager, Hospital Services, as required.
- Provide strategic nursing leadership to strengthen professional practice, workforce capability, and career development.
- Partner with the CNMO Office, Directors and Nursing Managers to support nursing leadership, workforce planning, recruitment, retention, and performance.
- Lead workforce development, culture, and capability to align with service demands and future workforce needs.
- Lead clinical governance and service delivery at the campus, including chairing relevant governance forums.
- Ensure clinical governance, quality, safety, and risk management are embedded in everyday nursing practice and site operations, in collaboration with the Quality and Safety Director.
- Collaborate with Directors and senior leaders to plan, implement, and monitor service delivery models aligned with organisational priorities.
- Drive innovation, continuous improvement, and the adoption of contemporary models of care to improve access and patient outcomes.
- Ensure care delivery is safe, effective, connected, and person-centred.
- Collaborate across clinical teams, directorates, and external partners to support seamless, integrated care.
- Provide effective and timely communication on key organisational matters across the campus and broader Grampians Health network.
- Represent Grampians Health with external agencies, community partners and stakeholders, strengthening community confidence, partnerships, and organisational reputation.
- Build a culture of professionalism, accountability, innovation, and empowerment across the campus.
- Support Grampians Health's aspiration to be a leader in health service provision, delivering high-quality and sustainable care.
- Fulfil responsibilities for emergency management as Chief Warden, or delegate, for the campus.

## **KEY SELECTION CRITERIA**

### **Qualifications**

- Registered Nurse with AHPRA
- Post graduate qualifications in Nursing, Leadership and or Management
- Minimum 5 years senior leadership role

## **Technical/Professional Knowledge and Skills**

- Demonstrated values driven leadership skills with a commitment to working collaboratively to achieve agreed organisational vision and objectives using best practice / evidence-based continuous improvement quality approach.
- Continuous Improvement: Originating action to improve existing conditions and processes; identifying improvement opportunities, generating ideas, and implementing solutions incorporating best practice / evidence-based practice.
- Planning & Organising: Establishing courses of action for self and others to ensure that work is completed efficiently and with clear performance measures and deliverables.
- Developing Others: Planning and supporting the development of individuals' skills and abilities so that they can fulfil current or future job/role responsibilities more effectively.
- Demonstrated capacity to implement system change.

## **Personal attributes**

- Adaptability: Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- Leadership Disposition: Demonstrating the traits, inclinations, and dispositions that characterize successful leaders; exhibiting behaviour styles that meet the demands of a leader role.
- Work Standards: Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; for meeting key performance indicators; self-imposing standards of excellence rather than having standards imposed.
- Stress Tolerance: Maintaining stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others and to the organization.
- Innovation: Generating innovative solutions in work situations; trying different and novel ways to deal with work problems and opportunities.
- Driving for Results, setting ambitious goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.
- Communication: Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
- Building Strategic Working Relationships: Developing and using collaborative relationships to facilitate the accomplishment of work goals.
- Negotiation: Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties.
- Strong management and leadership skills with the capacity to develop, rebuild and nurture professional and clinical teams.

## **ORGANISATIONAL REQUIREMENTS**

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose, and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing, and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for

continuous improvement in your workplace through communication and consultation with managers and colleague.

- You must ensure that the affairs of Grampians Health, its patients, clients, and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols, and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary a NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

## **OTHER RELEVANT INFORMATION**

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, as far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing, and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.