

POSITION DESCRIPTION

Position Title:	Divisional Director, Nursing and Midwifery
Business Unit/Division:	Women's and Children's
Award Agreement:	Admin Officers
Classification:	1MISC10
Employment Type:	Ongoing, Full Time
Reports to:	Chief Operating Officer (Operationally) Chief Nursing and Midwifery Officer (Professionally)
Date Prepared/Updated:	September 2025
General Role Statement:	

The Divisional Director, Nursing and Midwifery, provides executive, strategic, and professional leadership for the nurses and midwives in the Women's and Children's Division, ensuring safe, high-quality care across all nursing and midwifery services. This role encompasses responsibility for leadership, governance, workforce management, and professional standards across both nursing and midwifery disciplines within the division.

ORGANISATIONAL OVERVIEW

Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

ROLE STATEMENT

The Divisional Director, Nursing and Midwifery provides executive leadership within the Women's and Children's Division.

This position is responsible for:

- Leading and managing all nursing and midwifery services within the division to ensure safe, highquality, patient-centred care.
- Providing professional leadership and governance for the nursing and midwifery workforce, ensuring compliance with standards, regulation, and best practice.

- Act as the senior professional voice for nurses and midwives within the organisation, influencing strategy, models of care, workforce planning, and professional development.
- Ensuring the delivery of safe, high-quality, and person-centred care across maternity, neonatal, paediatric, and gynaecology services.
- Driving workforce development, recruitment, retention, and professional growth of nursing and midwifery staff.
- Leading clinical governance, quality improvement, and risk management initiatives.
- Planning, developing, and implementing sustainable, evidence-based models of care.
- Building and maintaining relationships with internal and external stakeholders, including medical staff, allied health, academic institutions, consumer representatives, and government agencies.
- Promoting a culture of collaboration, accountability, innovation, and continuous improvement.

All employees:**Quality, Safety, Risk and Continuous Improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Leadership & Strategic Direction

- Provide executive leadership and direction for the Women's and Children's Division, ensuring alignment with organisational strategy and priorities.
- Lead divisional planning, service delivery, and performance monitoring, ensuring quality, safety, and financial sustainability.

- Align services with organisational priorities, state health policies, and evolving community needs.
- Champion a culture of accountability, innovation, and continuous improvement.

Nursing and Midwifery Professional Leadership and Governance

- Act as the senior professional leader and advocate for nursing and midwifery within the division.
- Ensure strong professional governance frameworks and uphold contemporary standards of practice.
- Lead the development of midwifery and nursing workforce strategies, including recruitment, education, and career development pathways.
- Mentor, coach, and support current and emerging nursing and midwifery leaders.
- Promote innovation, research, and evidence-based practice, fostering a culture of professional excellence.

Clinical Governance & Quality

- Ensure safe, person-centred, high-quality care across nursing and midwifery services.
- Oversee divisional clinical governance systems, including risk management, incident reporting, and regulatory compliance.
- Drive continuous quality improvement initiatives, embedding evidence-based practice and learning from outcomes.
- Provide professional and executive leadership in responding to complex clinical and workforce challenges.

Service Planning and Development

- Lead service planning, redesign, and development to ensure responsive, sustainable, and integrated models of care.
- Collaborate with medical, allied health, and community partners to deliver coordinated care.
- Support the development of new care models, technologies, and practices to enhance service delivery.
- Encourage and facilitate nursing and midwifery contributions to education, research, and innovation.

Stakeholder Engagement

- Build and maintain strong, collaborative relationships with internal and external stakeholders, including professional bodies, regulators, and educational partners.
- Represent the division and the nursing and midwifery workforce in organisational, regional, and statewide forums.
- Influence health policy and reform relevant to nursing and midwifery at local and system levels.
- Ensure effective consumer and community engagement in service planning, design, and evaluation.

Diversity and Inclusion

- Lead by example in creating and sustaining an inclusive and respectful workplace culture.
- Value and harness diverse perspectives to strengthen decision-making and service delivery.
- Proactively address non-inclusive behaviours, practices, and attitudes across the organisation.
- Champion the benefits of a diverse and culturally safe workforce in delivering equitable care to the community.

SELECTION CRITERIA

Qualifications, Registrations and Qualities Essential

- Current registration as a Registered Nurse and Midwife with the Nursing and Midwifery Board of Australia.
- Demonstrated ability to provide professional governance and leadership for nursing and midwifery staff within a Women's and Children's health context.
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Desirable

- Postgraduate qualifications in health leadership, management, or a relevant clinical field

Experience

- Leadership experience in Women's and Children's health services, including maternity, neonatal, paediatric, and gynaecology care.
- Proven operational and financial management experience in a complex healthcare environment.
- Experience in service planning, redesign, and implementation of evidence-based models of care.
- Demonstrated ability to lead large multidisciplinary teams through change and workforce development initiatives.

Knowledge, Skills and Behaviours

- Strong knowledge of contemporary nursing and midwifery practice, clinical governance, quality improvement, and regulatory frameworks.
- Strategic thinking with the ability to translate vision into operational and workforce outcomes.
- High-level communication, negotiation, and stakeholder engagement skills.
- Ability to foster collaboration, innovation, and a positive workplace culture.
- Commitment to consumer-centred care, equity, workforce wellbeing, and professional development.

Employee Declaration

I

have read, understood and accept the above Position
Description.

(Please print name)

Signature:

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Date:

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