

## CatholicCare NT Role Description

Position Title	Clinical Governance Advisor
Position Number	CC2500
Salary	Base Salary SCHADS Grade 7 Plus superannuation guarantee, 17.5% leave loading and salary packaging option
EFT	Full time 38 hours per week
Location	Darwin City
Commencement	ASAP
Completion	Ongoing (subject to funding)
Last Reviewed	NEW POSITION

### 1. Program Description

The purpose of the Clinical Governance Advisor role is to oversee and support all clinical governance aspects across CCNT support services. Responsibilities include the provision of clinical advice on policies and procedures, projects, reports, and data interpretation that will contribute to CCNT quality improvement processes, risk management systems, and the overarching clinical governance framework.

### 2. Purpose of the Position

This position will strengthen the organisation's focus on Clinical Governance and aim to support the consistent implementation of well-informed practice. The role will support a clinical risk management system, in particular risks associated when safeguarding children, young people and vulnerable adults.

### 3. Organisational Relationships

Significant delegate authority and reports to General Manager Quality Systems. The position sits within the Quality Team and collaborates with team members on projects and accreditations.

May manage a section or organisation.

### 4. SCHADS Grade 7 Characteristics

- Operate under limited direction and exercise managerial responsibility for various functions within a section and/or organisation or operate as a specialist, a member of a specialised professional team or independently.
- Involved in establishing operational procedures which impact on activities undertaken and outcomes achieved by the organisation and/or activities undertaken by sections of the community served by the organisation.
- Involved in the formation/establishment of programs, the procedures and work practices within the organisation and will be required to provide assistance to other employees and/or sections.
- Responsibility for decision-making and the provision of expert advice to other areas of the organisation.

- Undertake the control and co-ordination of the organisation and major work initiatives.
- Employees require a good understanding of the long-term goals of the organisation.
- Positions at this Grade may be identified by the level of responsibility for decision-making, the exercise of judgment and delegated authority and the provision of expert advice.
- Management of staff is normally a feature at this Grade.
- Set outcomes in relation to the organisation and may be required to negotiate matters on behalf of the organisation.

## 5. Key Responsibilities and Performance Standards

### 5.1 Lead clinical practice development

- Develop and maintain relationships with key stakeholders to ensure the application into practice of a system of quality assurance, reporting, and clinical effectiveness.
- Develop and implement measures to ensure Clinical Quality Improvement. For example, develop performance measure tools, develop audit schedules, and conduct reviews as per the relevant standards and frameworks.
- Oversees the development, monitoring and evaluation of clinical governance systems, processes and performance measures to ensure good clinical governance (e.g. policy, accountability structures, participant safety, clinical quality, risk management, legislative and regulatory compliance, records management, feedback processes, business continuity etc.).
- Monitors developments regarding current local, national and international good clinical governance practices and provides timely briefings and advice.
- Manages the CCNT clinical and governance reporting processes. Leads the processes that ensure procedures for incident reporting, and risk management are integrated into organisational structures and actions in accordance with CCNT policies.
- Identify areas for improvement and prepare recommendations for consideration by the Executive.
- Prepare and participate in accreditation and registration cycles as relevant to CCNT program delivery.

### 5.2 Strengthen CCNT Clinical Governance

- Provide expertise in implementation of the Clinical Governance Framework and associated policy and procedures to support program implementation and continuous quality improvement activities in line with the Strategic Plan.
- Ensure practice compliance with clinical governance, legislation and case management requirements, for example clinical review, incident management and reporting.
- Data collation, analysis and reporting on all practices related to clinical governance and risk for services, including Audits, Incident reviews and Complaint Management.
- Lead the CCNT Clinical Governance Committee
- Oversee the CCNT Complaints Register and provide thematic reports to General Manager Quality Systems; assist senior operational staff review complex scenarios and make recommendations.

### 5.3 Participate in Evaluation Activities

- Provide advice and support to improve participant case management data.
- Provide progress reports in line with organisational requirements.
- Participate in evaluation activities as required.

### 5.4 Participate in Supervision activities by:

- providing reports and feedback as requested
- actively participating in evaluation activities
- attending supervision as per CatholicCare NT policy

### 5.5 Safeguarding Children

Our organisation takes child protection seriously, and as an employee/volunteer of CatholicCare NT, you are required to meet the behaviour standards outlined in our Safeguarding Children and Young People Policy (ORG/SP/P030). You will have received a copy of this policy as part of your induction. You can also access a copy of this policy via the Intranet.

All staff are to provide a service in line with our safeguarding children policies and procedures and are required to report any concerns of abuse and neglect toward children and young people to the relevant authorities as per policy and procedure. Any criminal charges or convictions received during the course of employment/ volunteering that may indicate a possible risk to children and young people must be reported to the relevant Line Manager within forty-eight (48) hours.

## 6. Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the position and must demonstrate the following personal attributes:

- Compassion, empathy, sense of justice and tolerance
- Demonstrated organisational fit with ability to work within a culture and values framework
- Team player with ability to work with others in a spirit of trust, respect, reflection and accountability
- Adaptable with resilience to work in difficult situations and willingness to work beyond the role description when required
- Ability to represent CCNT in a culturally appropriate and professional manner at all times

## 7. Work Conditions

The Clinical Governance Advisor is located in a busy, open area office. However, it will provide support across the Organisation's different locations within the Northern Territory. This position requires regular travel to remote communities, travel in light aircraft, and basic accommodation.

## 8. Selection Criteria

- 1) (i) qualifications are generally beyond those required through tertiary education alone, typically acquired through completion of higher education qualifications to degree level and extensive relevant experience; (Clinical Psychologist, Social Worker, Mental Health Professional registered with relevant Board.)

(ii) lesser formal qualifications with acquisition of considerable skills and extensive relevant experience to an equivalent standard; or  
(iii) a combination of experience, expertise and competence sufficient to perform the duties required at this grade.

- 2) Experience in successfully developing and implementing organisational or system level clinical governance.
- 3) Demonstrated experience in preparing and engaging in accreditation processes.
- 4) Demonstrated cultural competency, particularly in working with Indigenous people.
- 5) High level knowledge of contemporary, evidence based and culturally appropriate approaches to safeguarding children, mental health, social and emotional wellbeing and complex trauma.
- 6) Ability to build strong working relationships with internal and external stakeholders.
- 7) Manage complex tasks and competing work priorities with minimal direction.

#### 9. Special Conditions

- 1) Must be an Australian Citizen or have unlimited work rights within Australia.
- 2) This position is subject to a satisfactory criminal history check that must demonstrate that you have not had inappropriate dealings with children or been charged or convicted of a domestic violence offence.
- 3) Valid NT Drivers Licence and Ochre Card.
- 4) This position requires you to apply for a Working with Children Clearance/Ochre Card prior to your employment commencement date and send us receipt of payment. This will be at your own cost.
- 5) If you have resided in an overseas country for 12 months or more in the past 10 years, this position requires you to complete an International Criminal History check (IHC) prior to your employment commencement date. The outcome of the initial screening check must be satisfactory.
- 6) This position is classified as a mandatory worker position for the purpose of COVID-19 vaccines and directions issued by the NT Chief Health Officer.
- 7) Six-month probation period.
- 8) Non-smoking working environment.
- 9) The contact details of at least two referees are required.
- 10) Evidence of qualification attainment will be required.
- 11) Aboriginal people are strongly encouraged to apply.