



Start a
NEW JOURNEY
with us

Joining the
West Moreton Health Community

January 2022



Caring Better Together



Queensland
Government

Snapshot

- 40 Minutes from Brisbane CBD
- 9,521 kilometres region supporting over 312,000 people
- One of 16 Hospital and Health Services within Queensland Health
- One of the fastest growing regions in Australia with a projected population increase to close to 588,000 by 2036
- \$670 million budget and over 4,200 staff
- \$146.3 million infrastructure development as part of an extensive master plan
- One of the largest employers in the region.



Unite & Recover

West Moreton Health's Strategic Priorities have been developed to support the Queensland Government's objectives for the community - Unite and Recover.



OUR VISION

A thriving West Moreton community in which people achieve their best possible health and wellbeing

OUR PURPOSE

To provide safe, quality care for the West Moreton community

OUR VALUES

connect . respect . excel

Our strategic plan

Our strategic plan can be found on our website:

<https://www.westmoreton.health.qld.gov.au/about-us/plans-and-strategies>

Visit our website:

For more information please visit our website:

<https://www.westmoreton.health.qld.gov.au/>

To view West Moreton Health's organisational structure:

<https://www.westmoreton.health.qld.gov.au/about-us/organisational-structure/>

To find out more about Queensland Health, visit: www.health.qld.gov.au

Aboriginal and Torres Strait Islander Health

With a focus on improving health outcomes for First Nations peoples, the Aboriginal and Torres Strait Islander Health unit delivers health services and programs at Ipswich Hospital and community sites.

Allied Health

The Division of Allied Health delivers a range of clinical services, in addition to professional leadership and clinical governance for all allied health professionals in West Moreton. The division's clinical arms include Nutrition and Food Services, Occupational Therapy, Physiotherapy & Exercise Physiology, Podiatry, Psychology, Social Work and Speech Pathology & Audiology. The professional support arm includes Allied Health Workforce Development and Informatics, along with support for Credentialing and Scope of Practice applications.

Clinical Services

The Clinical Services division delivers integrated hospital and community-based care, bringing care closer to home.

Our hospital network includes Ipswich Hospital and four rural hospitals in Esk, Gatton, Laidley and Boonah, which together provide 384 beds for their communities.

Ipswich Hospital is a major 378 bed acute teaching hospital with one of Queensland's busiest and best performing emergency departments. Specialities including anaesthetics, emergency, medicine, surgery, intensive and coronary care, orthopaedics, obstetrics, paediatrics, palliative care, rehabilitation, mental health and allied health services.

Mental Health and Specialised Services

The MHSS division is responsible for delivering high quality, comprehensive mental health and alcohol and other drugs services across the West Moreton region. The division comprises of three streams; Community and Acute Services, Forensic and Secure Services and Mental Health Support Services. Forensic and Secure Services incorporates state-wide/multi HHS clinical services through High Security Inpatient Services, Extended Treatment and Rehabilitation Forensic Unit, Specialist Mental Health Intellectual Disability Service, Secure Mental Health Rehabilitation Unit and Prison Mental Health Services. Community and Acute Services includes inpatient mental health services provided at the Ipswich Hospital and contemporary community and residential services in the region.

In addition, MHSS hosts the Queensland Centre for Mental Health Learning, Queensland Centre for Mental Health Research and Queensland Mental Health Benchmarking Unit.

Preventative and Prison Health Services

Focussing on prevention, health promotion and prisoner health and wellbeing, the PPHS division delivers a wide range of health services to correctional facilities as well as community dental clinics and health programs across the West Moreton Region. The division comprises of Prison Health Services, Public Health, Oral Health, and Preventative Health Services.

Join our Team

West Moreton Health offers a rewarding career for doctors, nurses, clinicians, allied health professionals, operations staff, administration staff and executives. We are industry leaders, actively embracing change, technology and best practice patient care. We provide our team with the tools they need to succeed and are committed to their continued learning, growth and development. Join the West Moreton Health team to support your community, make a difference and expand your career opportunities

Leadership Pipeline

At West Moreton Health, we have adopted the Leadership Pipeline framework in our approach to leadership.

The framework explains how leadership is demonstrated at every layer of our workforce, rather than just assuming that leaders only exist at the top. There are four areas that everyone at West Moreton Health needs to focus on to build and maintain our culture of *Caring Better Together*:

- Patients
- People
- Improvement
- Relationships

These are our Leadership Dimensions. They are consistent at each layer of leadership at West Moreton Health along with a comprehensive set of Leadership Standards that provide clarity around the expectations of our leaders. The relevant Leadership Standard for each West Moreton Health role is included in the role description.

The Leadership Standards for West Moreton Health can be viewed as an attachment to this document.

Benefits

West Moreton Health offers a wide range of benefits that make us an attractive employment prospect.

Superannuation	You will be entitled to up to 12.75% employer superannuation through QSuper or your super of choice.
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Leave	<p>You will also be eligible for a range of paid and unpaid leave including:</p> <ul style="list-style-type: none"> • 4 - 6 weeks annual leave and 17.5% loading with up to 27.5% for shift workers • 10 accruable sick days per year • Paid public holidays • 14 weeks paid maternity or adoption leave (half pay options available) • 1 week paid spousal leave (half pay options available) • Employees on maternity, adoption or spousal leave are also entitled to take a period of unpaid leave • 13 weeks long service leave after completing 10 years continuous service, which may be taken pro rata after completing 7 years continuous service • Employees may be eligible for allowances specifically related to their roles
Salary Packaging	<p>Salary packaging allows you to deduct some of your pre-tax salary and use it to pay for benefits such as mortgage repayments, insurances, motor vehicle expenses, travel expenses and more. By reducing your pre-tax income, you reduce the amount of income tax you pay which increases your take home pay.</p> <p>To find out more about your salary packaging options, including Public Hospital Fringe Benefits Tax (FBT) Exemption Cap contact either RemServ on 1300 30 40 10 or SmartSalary on 1300 218 598.</p>
Study Assistance	<p>Employees may also be eligible for leave and financial assistance for courses relevant to their work.</p>
Support	<ul style="list-style-type: none"> • Flexible working arrangements • Employee Assistance Service (EAS) which includes free confidential counselling services • We also support employees with family responsibilities, study or personal commitments by allowing you to purchase up to an extra six weeks leave per year.
Equality	<p>Equal Employment Opportunity (EEO) is about making sure the workplace is free from all forms of unlawful discrimination and harassment, and that people who are members of an EEO target group are able to compete for employment and promotion as effectively as people who are not. As part of the Queensland Government, West Moreton is an EEO employer.</p>
Balance	<p>Enjoy the lifestyle that South-East Queensland offers with flexible rosters, time off in lieu, and generous leave allowances.</p>

Things to Consider

Qualifications

Some advertised roles require minimum mandatory qualifications, professional registrations or other requirements. Each of these will be listed in the role description

Role Description

Review the role description attached to the advertisement to gain a broad understanding of the role.

Eligibility

West Moreton applicants need to be either:

- An Australian citizen or permanent resident
- A New Zealand citizen who has entered Australia on a valid passport

- A non-citizen of Australia with a valid visa

More Information

Each position will have a contact person who will be more than happy to answer any questions specific to the position.

Application

Cover Page

Your cover page should introduce yourself to the selection panel and highlight your key skills, attributes and experience for the specific role.

Resume

Your resume should provide a clear and complete picture of your work experience, education, qualifications, major achievements and volunteering. Your resume should be no longer than five pages.

References

Within your resume or in a supporting document, between one and three referees should be provided. It is important your referees are aware of your intention to use them as a referee. We may ask for specific referees such as your current line manager.

Submission

Smart Jobs

Applications are to be submitted online via www.smartjobs.qld.gov.au. Complete applications must be received by midnight on the closing date specified in the role description.

If you experience any technical difficulties when accessing Smart Jobs please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact person on the job advertisement.

Late Applications

Late applications cannot be submitted via Smart jobs and careers, so please allow enough time before the closing date to submit your application. If approval has been granted by the selection panel for a late application to be considered, contact the Recruitment Team to arrange this.

Contact Details

If your personal details change after you have submitted your application, you need to advise the Recruitment Team.

Application Withdrawal

To withdraw your application, access your Smart Jobs account and select Withdraw Application.

Outcome

Shortlisting

The selection panel will assess each application to identify those applicants who are suitable to progress to the next step of the selection process. In doing so, the panel will be looking to identify applicants who best demonstrate each of the 'key attributes' outlined in the role description. These applicants will be invited to attend the next phase of assessment.

Assessment

This stage may be made up of one or more assessment tools such as a review of work samples, work-based demonstrations, presentations, and/or interview.

Notification

Whether you are successful or unsuccessful, you will not be notified until the recommended applicant is formally approved. However, you may be notified if your application has not progressed to the next stage of the selection. The panel may also recommend that applicants be considered for appointment should identical or similar vacancies become available within 12 months.

Reference Check

A reference check will be conducted to obtain information on your job performance, behaviour, disciplinary history and attendance. The timing of the check is at the discretion of the panel and can be undertaken at any time in the assessment process. If any comments are received which may adversely impact on the outcome of the selection process, you will be given the opportunity to respond.

Criminal History Check

Employees who are appointed to West Moreton are required to undergo a criminal history check.

Vaccinations

Some roles have been identified as 'Vaccination Preventable Disease (VPD) risk role'. This will be identified on the role description and you must be able to provide evidence that you either:

- have been vaccinated against the VPD's listed in the role description; or
- you are not susceptible to the VPD's listed in the role description.

During the process you will be asked by the recruiting manager to supply this evidence.

Disclosure

If you are an existing public service employee, it is mandatory to disclose in writing any serious disciplinary action taken against you within seven (7) days of an offer of a job being made.

Serious disciplinary action means disciplinary action under a public sector law involving:

- termination of employment
- reduction of classification level or rank
- transfer or redeployment to other employment
- reduction of remuneration level
- a disciplinary declaration under a public sector disciplinary law of termination of employment or reduction of classification level or rank.

If a disclosure of serious disciplinary action is made, the information presented will be considered with regard to the relevance of the duties of the job for which you are applying. Natural justice principles will be applied to this process which means you will be offered an opportunity to present your side of the story. Failure to disclose serious disciplinary action or provide false or misleading information is grounds for disciplinary action.

Successful Applicant

Successful applicants will be advised in writing. If you are not already a permanent public service employee, you may be able to negotiate a salary point within the advertised salary range with your line manager. You will need to supply some personal details so that we can get you on the payroll as quickly as possible.

You will participate in an induction program so that you become familiar with your work area and understand your conditions of employment.

Check whether a probationary period applies on appointment.

You need to negotiate your starting date with your new manager.

Newly-appointed public service employees are obliged to provide, within one month of starting duty, a disclosure of employment as a lobbyist in the previous two years.

Unsuccessful Applicant

All unsuccessful applicants will be advised in writing or via telephone.

Verbal post-selection feedback is available to all applicants on request. Feedback is provided by a member of the selection panel. Feedback can be given about your application (e.g. did it provide enough information or relevant examples to demonstrate your skill/knowledge) and suitability in regard to the job skills, knowledge, experience and personal attributes.

Privacy

West Moreton Health is committed to protecting the privacy, accuracy and security of personal information and all recruitment and selection information will only be accessed by authorised personnel. Recruitment and selection information may be subject to requests under the *Right to Information Act 2009*, the *Information Privacy Act 2009* and the Public Service Commission appeals process.

Conditions

Further to the information included in the role description, the following conditions apply to employment with West Moreton:

- Employees who are appointed to West Moreton may be required to travel and work across various facilities throughout the Health Service.
- Employees who are appointed to West Moreton may be required to operate a motor vehicle, and an appropriate licence endorsement to operate this type of vehicle is required. Proof of this endorsement must be produced before commencement of duties.
- Employees who are appointed to West Moreton are to maintain data quality and manage all information in accordance with legislation, standards, policies and procedures.
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the *Workers' Compensation and Rehabilitation Act 2003*.
- Only applications from candidates will be accepted. Applications that may result in an agency fee will not be considered.
- All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative obligation and a duty of care to immediately report such concerns to Department of Child Safety, Youth and Women.

More Information

If you have further questions regarding your application and conditions of employment, please contact the person nominated in the role description