

NADA Position Description: Clinical Director

POSITION OVERVIEW	
Date of this position description	17 January 2022
Position type	Part-time 22.8 – full-time 38 hours per week (flexible)
Location	Suite C, Level 3, 140 William Street, Woolloomooloo, NSW
Classification and salary	Based on NADA salary scale for the Clinical Director position, plus superannuation and eligibility for salary packaging
Reporting relationships	<ul style="list-style-type: none"> • Reports directly to the CEO • Has two direct reports
Other working relationships	<ul style="list-style-type: none"> • Works closely with NADA Executive and Program Services staff to coordinate and align project implementation to deliver organisational outcomes • Develops relationships with NADA members, research bodies, clinical and workforce partners • Liaise with external stakeholders, consultants, business, and government
Strategic priority	<ul style="list-style-type: none"> • Advocate for sustainable funding and program governance • Promote the strengths of its members • Build capacity • Develop the workforce
Position summary	The primary function of this position is the design and planning of relevant, sustainable and evidenced-based sector development projects for the non government alcohol and other drug sector in line with NADA's strategic plan. The Clinical Director is also responsible for providing expert clinical advice and proposals across the range of NADA strategic goals, informing the continued development of a skilled, competent and relevant AOD treatment sector. Other responsibilities of the Clinical Director are sector advocacy and representation with external stakeholders, as well as contribute to NADA policy responses and external policy development.

About NADA

The Network of Alcohol and other Drugs Agencies (NADA) is the peak organisation for non government alcohol and other drugs services in NSW. We advocate for, strengthen and support the sector. Our decisions and actions are informed by the experiences, knowledge and concerns of our members.

We represent 100 organisational members that provide a broad range of alcohol and other drugs services including health promotion and harm reduction, early intervention, treatment and continuing care programs. Our members are diverse in their structure, philosophy and approach to alcohol and other drugs service delivery. We provide a range of programs and services that focus on sector and workforce development, data management, governance and management support, research and evaluation, sector representation and advocacy, as well as actively contributing to public health policy.

Together, we improve the health and wellbeing of people who use, or have used, alcohol and other drugs across the NSW community.

NADA has award level accreditation under the Australian Services Excellence Standards (ASES), a quality framework certified by Quality Innovation and Performance (QIP).

To learn more, visit our website www.nada.org.au

NADA Values

Integrity	NADA operates with fairness and transparency to maintain an independent voice
Respect	NADA is respectful of the culture, views and experiences of the sector
Inclusion	NADA values diversity and ensures our approach is equitable and accessible
Collaboration	Collaboration is central to NADA's operation

Key Responsibilities/accountabilities

FUNCTION AREA	Key tasks	Performance indicators
Clinical advice and development	<ul style="list-style-type: none"> • Consultation and the provision of clinical advice on the range of NADA activities, both programmatic and policy-related • Participation in clinical leadership activities • Representation on behalf of NADA in a clinical capacity to government and other stakeholder forums • Consultation and advice to NADA membership on clinical matters • Provide advice on sector development, training and capacity building initiatives • Supporting NADA members with clinical governance development 	<ul style="list-style-type: none"> • Board, NADA staff, NADA membership and stakeholders satisfaction with clinical advice and content • Provision of clinical advice and consultation relating to sector wide and NADA programs and policy activity
Program design, coordination and management	<ul style="list-style-type: none"> • Contribute to a suite of projects within a program area • Apply relevant research and evaluation practices to project development and implementation • Development and design of sustainable workforce training and resources • Develop and work to project budgets • Develop and submit project reports as required • Lead and support project funding proposals, where appropriate 	<ul style="list-style-type: none"> • Develop best practice content relevant to the NADA membership for inclusion in NADA products and submissions • Projects and advocacy responses meets NADA member's sector and capacity development needs
Research and data development	<ul style="list-style-type: none"> • Leadership in the provision of quality client data – including outcome data • Consultation and support to NADA members regarding client related data • Oversight of NADAs role as client data custodians 	<ul style="list-style-type: none"> • Contribution to NADA and member research projects • Provide consultation and advice to NADA members as it relates to

	<ul style="list-style-type: none"> • Ensure reliable and regular NGO sector data snapshots and quality reporting • Engagement in research projects involving NGO sector data 	performance and client data management
Advocacy, representation and policy development	<ul style="list-style-type: none"> • Provide high level verbal and written advice and advocacy on behalf of NADA members to government funding bodies, departments, ministers and other bodies • Consult with members and stakeholders to identify current sector issues • Develop informed and expert advice on behalf of NADA members • Represent and contribute on reference groups, committees, meetings and consultations • Lead and/or contribute to the development and promotion of NADA policy responses and submissions 	<ul style="list-style-type: none"> • Contribution to NADA policy responses and submissions • Membership of and contribution to committees, meetings and forums
Relationships and partnerships	<ul style="list-style-type: none"> • Facilitate relationships, partnerships and joint ventures between NADA and stakeholders • Support NADA members to develop relationships, partnerships and joint ventures within the sector and with other parties 	<ul style="list-style-type: none"> • A range of relationships and partnerships maintained • Positive member and stakeholder feedback on facilitating relationships and relationship management
Human resources	<ul style="list-style-type: none"> • Provide oversight and leadership for program staff • Identify and support professional development opportunities • Identify and manage performance concerns • Provide formal performance and development reviews • Lead and/or participate in recruitment of program staff • Maintain accurate supervisory records for personnel filing 	<ul style="list-style-type: none"> • Program staff report adequate and supportive supervision • Annual performance and development reviews undertaken with program staff, as appropriate • Recruitment, orientation and performance records maintained, as appropriate
Quality improvement	<ul style="list-style-type: none"> • Contribute to a culture of quality improvement (QI) and ongoing organisational development • Work with the QI coordinator in the development, implementation and review of internal systems, policies and procedures 	<ul style="list-style-type: none"> • Leadership and participation of QI activities
Work health and safety	<ul style="list-style-type: none"> • Identify, lead and participate in work health and safety activities (including fire safety and first aid) 	<ul style="list-style-type: none"> • High standard of WHS practice across NADA

Team development	<ul style="list-style-type: none"> Lead and participate in project, program, team and organisational development activities 	<ul style="list-style-type: none"> Effectiveness of leadership in creating and contributing to a positive and cohesive team culture
Practice development	<ul style="list-style-type: none"> Participate in work plan review, supervision and performance and development processes with CEO 	<ul style="list-style-type: none"> Documented work plans demonstrating progress against activity and achievements Annual performance and development reviews

The NADA operational standard is outlined below. The following expectations apply to all NADA staff and should be reviewed in conjunction with the position's key accountabilities.

- Ensure NADA service operations comply with all relevant legislation, regulatory and reporting requirements by regular monitoring, actioning and updating of the compliance register
- Ensure provision of a safe workplace, and full compliance with all NADA WHS policies, management system requirements and participate in the annual evacuation procedure and/or any other safety activities as required.
- Ensure full compliance with all NADA policies and procedures.
- Ensure behaviours and approaches are aligned with and demonstrated in execution of position responsibilities in line with the NADA values (see above).
- Ensure service operations comply with all relevant legislation, regulatory and reporting bodies including the Quality Improvement Council (ASES) and ensure relevant quality improvement tasks are at all times kept up to date.
- Ensure familiarisation and compliance with the corporate decisions making processes and be aware of all areas of responsibility with regard to the Quality Improvement Staff Port-folio Standards/Policy allocations.
- Adherence to NADA Code of Conduct and Ethics for staff and volunteers.
- Ensure compliance and respect for diversity as it applies to the workplace and to the broader NADA business processes and service delivery activities (Diversity Policy).
- Ensure that NADA aims, values and ethics are actively communicated through all business documentation and interaction with members and stakeholders.
- Ensure that every effort has been made to attend mandatory training in cultural awareness as it becomes available and in alignment with the Human Resources Policy 4.3.
- Ensure all internal and external communications consistently reflect NADA's values ethics goals and principles.

Key challenges

- Maintaining up to date clinical and research knowledge that is relevant for the sector
- Meeting the needs of diverse membership clinically while balancing the expectations of policy makers
- Supporting a multi-disciplinary team with diverse skills sets and workplace needs
- Providing a prompt, courteous and effective service to members and staff in an environment of competing priorities and expectations.
- Working with staff, external stakeholders and issues in a professional manner that maintains confidentiality and discretion

<p>SKILLS AND EXPERIENCE REQUIRED (Selection criteria)</p>	<p>Essential</p> <ul style="list-style-type: none"> • Relevant tertiary qualifications at a Masters level or above • Current professional clinical/therapeutic experience, and registration with clinically relevant organisation • Research and client data experience, including translation for clinical practice • Comprehensive understanding of the non government drug and alcohol (or broader community services sector) and factors that may influence service delivery, operations and capacity development • High competency and experience in project design, implementation, budget monitoring and evaluation • Clear, structured and focused written and verbal communication skills and capacity to analyse and prepare advice, policy, submissions and general communication on matters related to the non government drug and alcohol sector • Demonstrated ability to liaise with staff and stakeholders in a friendly and professional manner, and sustain working relationships • Strong computer skills <p>Desirable</p> <ul style="list-style-type: none"> • Experience in professional training development, facilitation and evaluation • Publication in peer reviewed journals or contribution to the development of clinical guidelines
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I acknowledge and understand the above position description, responsibilities and other requirements detailed in the document. I agree to follow the Policies and Procedures as set out in NADA's Policy and Procedure Manual/s.

Employee name	Employee's signature	Date
Supervisor name	Supervisor's signature	Date