

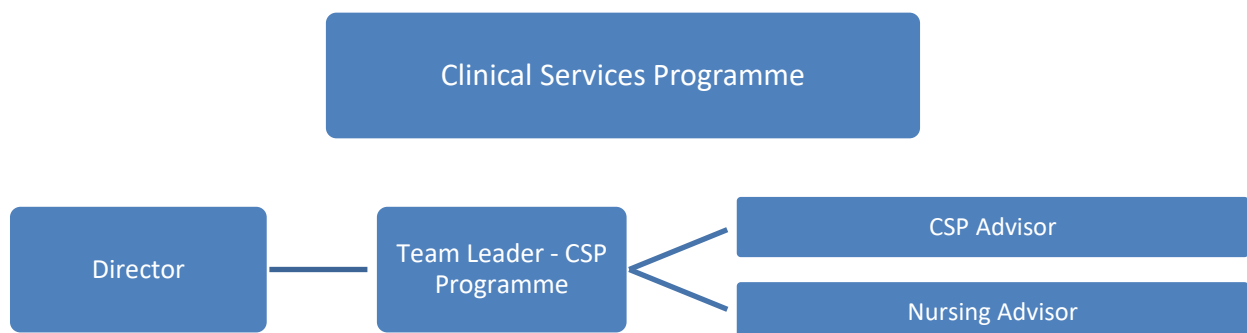


JOB DESCRIPTION

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| Job Title: | Nursing Adviser |
| Work Unit: | Clinical Services Programme, Public Health Division, Suva, Fiji. |
| Responsible To: | Team Leader, Clinical Services Programme |
| Responsible For: | No staff reports to this position |
| Job Purpose: | To lead and provide technical assistance on nursing services, research and policy development |
| Date: | October 2023 |

Organisation Context

The Public Health Division (PHD) employs around 23 staff based in Noumea and Suva. It supports members in developing healthier Pacific Island people and communities by providing assistance in clinical services. The primary focus of the division is to provide scientific and technical assistance and to support the implementation of plans and programmes in the Pacific Island countries and territories (PICTs). The primary goals for all PHD activities is to promote population health and well-being, prevent disease and injury, restore and/or maintain health and reduce inequalities in health. PHD is primarily concerned with improving and protecting public (population) health, rather than individual treatment services. The PHD is comprised of three programmes: Research, Evidence and Information Programme, and NCD Prevention and Control Programme and Clinical Services Programme. The current position is located within the Clinical Services Programme.



Background

The role of nurses are crucial in achieving universal health coverage (UHC) and the sustainable development goals (SDGs). There is a current global shortfall of nurses of 5.9 million as the world battles with the coronavirus pandemic. An estimated 5.3 million (89%) of that shortage is concentrated in the low and middle income countries.

In the PICTs, approximately 75% of the health workforce are nurses. Nurses are the backbone of the health system, calling for a greater investment in their education, creation of new nursing jobs and strengthening nursing leadership roles.

The Nursing Adviser position will provide technical and policy advice and support to build up nursing services in the region.

Key Result Areas

The position encompasses the following major functions or Key Result Areas (KRAs):

- **KRA 1: Lead and manage nursing and midwifery leadership and governance activities at a regional level**
- **KRA 2: Lead and facilitate communication, coordination and networking between nursing stakeholders and partners**
- **KRA 3: Lead and Implement cost effective regional nursing and midwifery approaches**
- **KRA 4: Develop and manage the networks with established institutions to conduct relevant nursing and midwifery research.**
- **KRA 5: Develop new regional nursing networks and strengthen existing nursing networks.**
- **KRA 6: Contribute as an active member of the PHD team with programme planning, budgeting, reporting and publication.**

The requirements in the above Key Result Areas (KRAs) are broadly identified below.

| Jobholder is accountable for | Jobholder is successful when |
|--|---|
| KRA 1. KRA 1: Lead and manage nursing and midwifery leadership and governance activities at a regional level | 15% |
| <ul style="list-style-type: none"> • Convene regional Pacific Heads of Nursing and Midwifery (PHoNM) Governance meetings • Manage PHoNM executive committee and technical working group meetings • Lead the implementation of the regional Pacific Heads of Nursing and Midwifery (PHoNM) Governance meetings recommendations | <ul style="list-style-type: none"> • The regional Pacific Heads of Nursing and Midwifery (PHoNM) Governance meetings have been successfully convened • PHoNM executive committee and technical working group meetings convened. Meeting minutes and recommendations well documented, and shared with stakeholders in a timely manner • Appropriate regional Pacific Heads of Nursing and Midwifery (PHoNM) Governance meetings recommendations implemented |
| KRA 2. Lead and facilitate communication, coordination and networking between nursing stakeholders and partners | 15% |
| <ul style="list-style-type: none"> • Lead and manage effective networks between PICTs and strategic nursing partners and stakeholders • Disseminate information on nursing activity implementation • Lead & Coordinate the Regional Nursing activities between PICTs, strategic nursing partners and stakeholders | <ul style="list-style-type: none"> • PICTs benefitting from ongoing/improved networking with strategic partners and stakeholders • Information of nursing activity implementation disseminated • PICTs benefitting from ongoing/improved coordination between strategic nursing partners and stakeholders |

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| <ul style="list-style-type: none"> Prepare the terms of reference and oversee the provision of short- and medium-term technical assistance to countries to address nursing needs and capacity development needs. | <ul style="list-style-type: none"> Countries are provided with up-to-date and relevant technical assistance and policy advice in areas relating to nursing. |
| KRA 3. Lead and Implement cost effective regional nursing and midwifery approaches 20% | |
| <ul style="list-style-type: none"> Lead and implement cost effective regional approaches for nursing services Lead the collaboration with nursing organisations and stakeholders to strengthen nursing leadership Work with national counterparts, and relevant technical experts to identify and develop advanced practice nursing suited to their country population needs. Assist countries to develop, or strengthen existing nursing and midwifery regulations and nursing licensing practices | <ul style="list-style-type: none"> Designated cost-effective regional activities for nursing services implemented Improved capability of nursing leaders in the Pacific to deal with nursing leadership and management challenges Established advanced practice nursing in PICTs, relevant to country needs. National nursing and midwifery regulations and licensing practices established or strengthened. |
| KRA 4. Develop and manage the networks with established institutions to conduct relevant nursing and midwifery research. 15% | |
| <ul style="list-style-type: none"> Lead and Implement research or regional analysis to support evidence-based decision making by PICTs Lead the regional collection, monitoring and reporting on nursing workforce indicators | <ul style="list-style-type: none"> Research findings, concept notes and reports presented at relevant meetings and/or shared with PICs and partners Nursing workforce indicators updated annually and presented to relevant regional meetings (DPH/DCS/HoH and PHMM) |
| KRA 5. Develop new regional nursing networks and strengthen existing nursing networks. 20% | |
| <ul style="list-style-type: none"> Identify, develop and implement continuing professional development initiatives for nurses and midwives Lead PCNs discussion to identify and prioritize important discipline-specific issues/challenges Implement leadership development initiatives by Pacific Clinical Networks (PCNs) for nurses and midwives | <ul style="list-style-type: none"> Nurses and Midwives in the regions maintain CPD in specialty area Important discipline-specific issues/challenges identified with solutions for way forward Pacific Clinical Networks (PCN) Nursing leadership strengthened |
| KRA 6: Contribute as an active member of the PHD team with regard to programme planning, budgeting, reporting and publication. 15% | |
| <ul style="list-style-type: none"> Contribute to annual work plan development, budget management and funding application. Monitor to meet work plan target indicators and evaluate outcomes when required. Contribute to development of PHD resources, conducting operational research, producing technical reports and publications. Assist PHD Team Leaders as required. | <ul style="list-style-type: none"> Work plans and budget which address the needs of SPC members are timely produced, implemented, monitored and evaluated. PHD resources are developed, and technical reports and scientific papers are published in a timely manner. |

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

Work complexity:

Most challenging duties typically undertaken:

- Has the ability to lead, manage and facilitate nursing regional governance including meetings, taskforce, working groups and conferences
- Has the ability to provide policy advice and support in relation to nursing and midwifery for the region.
- Is able to develop and maintain a good working relationship with the Pacific Heads of Nursing and Midwifery nursing stakeholders in ensuring PICT's participation in regional programmes.
- Possess strong communication skills for briefings, presentations, training and workshops.
- Has strong writing and analytical skills for development of reports, conference papers, briefing papers and strategic communications.
- Is able to undertake monitoring, evaluation and reporting at a regional and organisational level.
- Is able to implement activities as and when required by the Team Leader CSP or Director PHD.

Functional Relationship and Relationships Skills:

| Key internal and/or external contacts | Nature of the contact most typical |
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| External | |
| <ul style="list-style-type: none"> • FNU, RACS, RACP WHO, UNICEF, UNFPA and other Specialist nursing colleges • PICT counterparts and key implementing partners • Regional bodies and technical working groups • General public | <ul style="list-style-type: none"> • Requesting and providing information, providing training and technical advice, resolving conflicts, negotiating, explaining, gaining cooperation • Coordination |
| Internal | |
| <ul style="list-style-type: none"> • PHD Director, Principal Adviser, Team Leaders and colleagues • Colleagues and Teams across SPC technical divisions • Crosscutting and taskforce teams • Section's Managers and staff of the Operations and Management Division, especially in ICT, translation, interpretation and publication services | <ul style="list-style-type: none"> • Facilitating, giving and receiving information, resolving minor conflicts, advising, explaining, gaining cooperation and cooperating • Coordination |

Level of Delegation:

This position does not hold delegated authority under the SPC Manual of Delegations.

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

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| Essential: | Desirable: |
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| <ul style="list-style-type: none"> • A registered nurse with master’s degree in a relevant field such as Nursing, and other health related fields | <ul style="list-style-type: none"> • A PHD qualification in a health-related area |
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Knowledge / Experience

| Essential: | Desirable: |
|--|--|
| <ul style="list-style-type: none"> • At least 10 years of leading and/or managing nursing services in the Pacific | <ul style="list-style-type: none"> • Demonstrated experience with managing donor grants • Understanding of Pacific cultures • Experience in working in the Pacific Region • Familiarity with government and NGO systems among Pacific Island countries and territories |
| <ul style="list-style-type: none"> • Advanced written and oral communication skills in English | <ul style="list-style-type: none"> • Demonstrated experience in working with French speaking countries |
| <ul style="list-style-type: none"> • Demonstrated excellent understanding of project management principles | <ul style="list-style-type: none"> • Previous working experience in a developing country, ideally in the Pacific region |
| <ul style="list-style-type: none"> • Demonstrated extensive work experience in nursing services planning and development. | <ul style="list-style-type: none"> • Leadership and managerial experience in Nursing Services |
| <ul style="list-style-type: none"> • Demonstrated ability to implement a sector-wide response to nursing issues | <ul style="list-style-type: none"> • Involvement in health emergencies and deployment |
| <ul style="list-style-type: none"> • Demonstrated experience in the development of Nursing policies and programmes. | <ul style="list-style-type: none"> • |

Key Skills /Attributes / Job Specific Competencies

The position would typically need to have the following levels in relation to the skills/attributes/competencies listed in the table below to be considered 100% ‘fully effective’.

| Levels | Skills/attributes/competencies |
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| Expert level (i.e., the person needs to be an expert in these skills/attributes/competencies) | <ul style="list-style-type: none"> • Professional skills – Leading, Managing and implementing appropriate Nursing Services programs at different levels (regional, national and community levels) • Assessment of Nursing Services programmes and determination of in-country needs • Mentoring skills – effective mentoring to provide technical support to multi-sectoral PICTs stakeholders • Written and spoken English • Developing and evaluating Nursing Services policies and programmes • Setting priorities with minimal supervision |
| Advanced level (i.e., the person needs to have an advanced level with these skills/attributes/competencies) | <ul style="list-style-type: none"> • Advocacy skills – strong advocacy skills to engage effectively at different level • Ability to lead evidence based best practice for Nursing Services • Interpersonal skills – ability to lead a diverse team working in the Pacific region |

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| Working Knowledge (i.e., the person needs to have a working knowledge with these skills/attributes/ competencies) | <ul style="list-style-type: none"> • Project management • Principles of development effectiveness • Development of funding applications and research protocols |
| Awareness (i.e., the person needs to be aware in relation to these skills/attributes/ competencies) | <ul style="list-style-type: none"> • Goals and mandates of partner agencies and organisations • SPC Regulations and Policies |

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Leadership & Management
- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Building Individual Capacity

Personal Attributes

- Ability to lead, manage, engage and motivate people
- Clear and effective communicator
- Ability to think creatively and solve problems
- Ability to sum up the situation and make decisions quickly if required
- Able to handle high pressure, high workload environments

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.