

POSITION DESCRIPTION

Position Title:	Allied Health Clinical Educator – Mental Health
Business Unit/Department:	Mental Health Services Administration
Division:	Mental Health & Wellbeing Services
Award/Agreement:	Victorian Public Mental Health Services Enterprise Agreement
Classification:	<i>Occupational Therapist:</i> Grade 5 – Year 1 to Year 4 (AJ11 to AJ14) <i>Social Worker:</i> Grade 5 – Year 1 to Year 4 (AJ57 to AJ60) <i>Clinical Educator:</i> Grade 5 (AJ15, AJ61)
Reports To:	Operations Manager - Specialist Services (Mental Health & Wellbeing)
Direct Reports:	N/A
Date Prepared/Updated:	April 2026

Position Purpose

The Allied Health Clinical Educator - Mental Health and Wellbeing is based within the Mental Health and Wellbeing Division and works in partnership with the Clinical Educators based within the ASPIRE Unit (Allied Health Strategy, Performance, Innovation, Research and Education) to design, formulate and deliver the Early Career Education programme for Allied Health staff within the Mental Health and Wellbeing Division.

The role provides expert advice on workforce learning and development and is responsible for the ongoing development, coordination, implementation, and evaluation of Allied Health Mental Health Graduate and Transition programmes.

In 2021, the Department of Health introduced the Interprofessional Competencies for Allied Health Mental Health Learners Programs, inclusive of a competency-based learning framework and learning plans. The Allied Health Mental Health graduate programmes are guided by the 2019 Victorian Government Department of Health & Human Services, The Allied Health: Credentialing, Competency and Capability Framework and 2023 Our Workforce, Our Future, Victorian Mental Health and Wellbeing Service capability framework.

The role requires a dynamic, outcomes-focused leader who collaborates effectively across Allied Health and MHWS leadership and education structures to build strong relationships, identify workforce learning and development priorities, and provide leadership in training and education for the MHWS Allied Health workforce. The role works interdependently with the broader organisation and strategic partners to design and deliver contemporary, multidisciplinary graduate, transition, and education programs that reflect the evolving needs and experiences of our consumers. Travel across Western Health sites will be required.

Business Unit Overview

The Operations Directorate is one of the largest and most complex directorates within Western Health providing Western Health's patient care and contacts. These services range from outpatients to inpatients, theatres to Intensive Care, birthing rooms and Emergency Departments, and many more services.

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

The Division of Mental Health and Wellbeing Services spans across multiple Western Health sites and within the local community and services consumers across the lifespan.

The Division has recently been established following a key recommendation from the Royal Commission into Victoria's Mental Health System. The Western Health catchment includes the local government municipalities and growth areas of Brimbank, part of Sunbury, Maribyrnong and Melton.

Our recovery-oriented approach to care is provided by a multidisciplinary workforce comprising skilled clinicians, consumers and carers. These services include hospital based, community and specialist mental health and wellbeing services for adults, older adults, children and adolescents who are experiencing, or are at risk of developing a serious mental illness.

The Division collaborates across multiple Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care. The Division aims to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.

Key Responsibilities

- Lead and coordinate (with peers as relevant) the development and implementation of methods to ensure that early career staff within the MHWD have an appropriate, measurable level of competence
- Knowledge and adherence to relevant professional codes of ethics, and legislation, particularly the Mental Health & Wellbeing Act (2022)
- In conjunction with the service manager ensure employees are appropriately directed and supported to deliver high quality client centred care in line with the 'Best Care' Framework
- Lead the provision of information and education about Allied Health and professional role within the service
- Lead and participate in the development, organisation and delivery of education programs for Western Health employees, external service providers and the community
- In conjunction with service manager lead in the processes of recruitment, selection and retention of employees to meet client and service needs
- In conjunction with service manager and education team coordinate rotations within the service across teams for all early career clinicians
- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'
- Comply with the expected scope of the role and standards of performance in the role as described by the relevant professional bodies/industry standards
- Maintain registration and report any changes or limitations on practice if applicable
- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience
- Comply with confidentiality obligations regarding patients, consumers and colleagues
- Modelling and application of extensive, effective evidence-based specialist knowledge, clinical reasoning and competencies, to lead and enhance patient care
- Identify, lead and support others to solve complex problems in area of responsibility
- Deliver expert and authoritative advice, innovative options and solutions in area related to expertise
- Contribute to the development and implementation of processes to co design the education programme where appropriate
- Provide positive leadership and role modelling which promotes effective teamwork, encourages cohesion and ensures employees feel valued and contributions are acknowledged
- Demonstrate positive leadership behaviour through representation and attendance at key Western Health events
- In conjunction with service manager ensure appropriate orientation of new employees
- Demonstrate high level open and effective communication (verbal, non-verbal, written and electronic) with consumers, other employees and service providers
- Lead and contribute to relevant meetings
- Actively participate in regular supervision, demonstrating ongoing development of skills and reflective practice as identified in performance development plan

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

- Demonstrate flexibility/responsiveness within professional practice/duties/roles and assume extra responsibility as required to meet organisational priorities and appropriately delegate as necessary
- Maintain active links and roles with relevant professional bodies and organisations
- Lead in fostering and developing research opportunities across the service
- Conduct or contribute to feedback to employees on their performance including performance development planning and performance management where relevant
- Where designated, provide high quality supervision to junior employees and students that is timely, flexible and responsible
- Present at internal and external forums to enhance personal knowledge and professional development and represent Western Health
- Lead service development and evaluation through quality improvement activities or research projects
- Lead in the development and evaluation of procedures and guidelines as required for the ongoing development of the program, and support relevant employees to complete these tasks
- Integrate knowledge of wider issues affecting area of responsibility such as government policies, the health system, structural and financial arrangements and key performance indicators
- Demonstrate highly developed organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload
- Work independently within parameters delegated by manager/director
- Ensure that workload statistics, mandatory training requirements and other required information, is entered and reported as directed, and on time by self and employees in the area of responsibility

In addition to the key responsibilities specific to your role, you are required to deliver on the [WH AH Capability Framework](#) and the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- MHWS Operations Manager- Specialist Services
- MHWS Discipline Chiefs – OT/ SW/ Psychology and Nursing
- Western Health Senior Management relevant to areas of responsibility i.e. Education, Research
- Other members of the service/team

External:

- Clients and their family/carers
- Key community organisations
- Universities

Selection Criteria

Essential:

- Completion of a professional entry degree in Occupational Therapy or Social Work
- Registration under the Australian Health Practitioner Regulation National Law Act (2009) with the Occupational Therapy Board of Australia or Eligibility for Membership with the Australian Association of Social Workers
- At least 7 years relevant clinical and/ or leadership postgraduate experience
- Demonstrated achievement in providing expert mental health clinical practice
- Demonstrated experience working flexibly and collaboratively within a complex organisation with large and diverse stakeholder groups
- Experience in identifying professional development needs of health professionals
- Experience in designing and delivering evidence-based education programmes
- Excellent organisational and time management skills, with strong oral and written communication and interpersonal abilities, and proficiency in relevant IT applications

Our Vision

Together, Caring for the West
 Patients – Employees – Community – Environment

Desirable:

- Demonstrated skills and experience in professional (clinical) supervision; conducting training sessions and facilitating groups; teaching; application of contemporary adult learning principles
- Completion of, or progress towards an additional formal qualification at a Masters / Doctorate level related to role
- Certificate IV in Training & Assessment, and/or equivalent qualification relevant to workforce education
- Demonstrated experience in a leadership role
- Extensive experience working within a tertiary mental health service

Desirable Personal Attributes:

- Self-motivated
- Broad systems and innovative thinking
- Ability to influence others positively
- Mindful observation
- Timely informed decision making
- Collaborative approach
- Confidence in own ability
- Embraces self-growth and continual learning
- Adaptable, flexible and persistent as required
- Resilience
- Effective delegator
- Critical thinker
- Advocate

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines
- Work at any of the Western Health sites as directed, in accordance with business and organisational demands and priorities.

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

General Information

- Redeployment to other services within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment