

## POSITION DESCRIPTION

<b>Position Title:</b>	Allied Health Workforce Education Lead
<b>Business Unit/Department:</b>	Allied Health
<b>Division:</b>	Community Integration, Allied Health and Service Planning
<b>Award/Agreement:</b>	Health Professionals (Vic Public Health Sector) Single Interest EA – 2021-2026
<b>Classification:</b>	Grade 4 Allied Health Clinical Educator (Health Professionals)
<b>Reports To:</b>	ASPIRE Unit Manager/Allied Health Director
<b>Direct Reports:</b>	Nil
<b>Date Prepared/Updated:</b>	27 August 2024

### Position Purpose

The Allied Health Workforce Education Lead works within the ASPIRE (Allied Health Strategy, Planning, Innovation, Research and Education) Unit. This role works in close collaboration with the ASPIRE manager, Allied Health Discipline Managers and other ASPIRE team members. This position will deliver on the implementation of the Western Health “Best Care” Framework, through the development, implementation and evaluation of strategic priorities aimed at improving the capability of the Allied Health workforce.

A primary role of the Workforce Education Lead is to engage Allied Health and other relevant Western Health staff in education activities (professional entry, graduate and staff), and continuing professional development. They will assist in developing, and managing the professional development programs and appropriate infrastructure supports for Allied Health staff, clinical supervisors and students at Western Health.

The Allied Health Workforce Education Lead will work with colleagues in Allied Health, Nursing, Medicine and other clinical disciplines to develop staff and/or student education programs in and act as a resource for all matters relating to education. This role is required to ensure education is considered and strategic across Allied Health and other key stakeholder groups. They will also contribute to the development and implementation of workforce strategies and systems as required.

This position is required to work across all Western Health sites.

### 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.

Allied Health provides a range of evidence based, client centred, specialist services at Western Health, across the care continuum, from admission within the emergency department through to discharge in the community. These services work across the spectrum of life, from neonates to the elderly. The predominant focus of Allied Health is the return and optimisation of an individual's function, and wellbeing, from both

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physical and psycho-social perspectives. Activity is aligned with Western Health's Best Care Model and CARES values. Allied Health involvement is pivotal to efficient and effective multidisciplinary team functions, discharge planning and patient centred care. Western Health employs a range of Allied Health disciplines, each with unique specialist tertiary training and skills, including:

- Audiology
- Clinical Psychology and Neuropsychology
- Exercise Physiology
- Language Services
- Nutrition and Dietetics
- Occupational Therapy
- Pastoral Services
- Physiotherapy
- Podiatry
- Social Work
- Speech Pathology

### Key Responsibilities

- Lead and participate in the development, organisation and delivery of education programs for Western Health employees,
- Lead the provision of information and education about Allied Health and professional role within the service
- Deliver expert and authoritative advice, innovative options and solutions in area related to education
- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'
- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience
- Comply with confidentiality obligations with regard to patients, consumers and colleagues
- Comply with all Western Health policies and procedures
- 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
- Is responsible and leads the education portfolio across Allied Health
- Modelling and application of extensive, effective evidence-based specialist knowledge, clinical reasoning and competencies, to lead and enhance patient care
- Lead, provide and direct others in the provision of evidence-based services using a person centred approach
- Identify, lead and support others to solve complex problems in area of responsibility
- Develops recommendations for senior management regarding complex service level issues.
- In conjunction with service managers, contribute to the development and implementation of processes to facilitate effective consumer participation, and ensure that appropriate responses are provided to customer feedback and complaints
- In conjunction with service managers, support staff to meet service targets/goals
- Lead the development of strategic and service plans informed by internal and external policy and evidence based practice
- 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
- Actively work towards service integration and streamlined patient journeys
- In conjunction with service manager ensure appropriate orientation of new employees
- Demonstrate expert knowledge of resources relevant to area and acts as a resource person for other team members
- Demonstrate high level open and effective communication (verbal, non verbal, written and electronic) with consumers, other employees and service providers
- Demonstrate extensive, effective negotiation and consultation skills at all levels to develop and consolidate key relationships

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- Actively participate in regular supervision, demonstrating ongoing development of skills and reflective practice as identified in performance development plan
- Demonstrate flexibility/responsiveness within professional practice/duties/roles and assumes extra responsibility as required to meet organisational priorities and appropriately delegates as necessary
- Participate and represent the service in consultation with service manager at relevant committees, working groups and meetings as required
- Lead the provision of information and education about Allied Health and professional role within the service
- Lead in cultivating an environment where workers have the opportunity to work to their full scope of practice and potential
- 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
- 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
- Meet reporting requirements relating to the area of responsibility
- Demonstrate highly developed organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload
- Work independently within parameters delegated by manager/director

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

### Key Working Relationships

#### Internal:

- Allied Health Director
- Divisional Directors across the organisation
- ASPIRE Manager
- Allied Health Management
- Service managers across the organisation
- Operations managers across the organisation
- Allied Health Workforce across all divisions
- Western Health Senior Management relevant to area of responsibility i.e. Education, Research, Service Division
- ASPIRE team members

#### External:

- Clients and their family/carers
- Department Health and Human Services and other appropriate government and private entities
- Key community organisations

### Selection Criteria

#### Essential

- Registered Allied Health professional or eligible for membership of Allied Health professional association

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- Excellent written and verbal communication skills in English, including presentation and facilitation skills
- Able to effectively communicate and engage with a wide range of clinicians, staff, students and managers across a range of organisational levels
- Excellent teaching skills and a demonstrated understanding of contemporary adult learning principles and approaches, including group facilitation
- Skills in evaluation of change initiatives and culture modifications
- Demonstrated understanding and interest in interprofessional learning and practice
- Experience in working in a collaborative team environment
- Able to be innovative, resourceful and adaptive to change as well as lead change initiatives
- Able to determine clear priorities for specific projects and self, and work to deadlines
- Highly developed organisation and time management skills
- Proficient use of word processing, database, and presentation software as well as internet and varied information technology including but limited to zoom.
- Experience in creation of online learning programs
- Ability to facilitate and lead strategic committees and working groups

#### **Desirable**

- Completion of, or progress towards an additional formal qualification at a Masters / Doctorate level related to education
- At least 10 years relevant clinical and leadership postgraduate experience
- Victorian Drivers Licence

#### **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

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- 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), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### 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
- 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: [Click here to enter the Employee's name.](#)

Employee's Signature: \_\_\_\_\_ Date: [Click here to enter a date.](#)

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