

POSITION DESCRIPTION

Position Title:	Physiotherapist
Business Unit/Department:	Physiotherapy Research
Division:	Allied Health
Award/Agreement:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 3 – Year 1 to Year 4 (VB7 to VC1)
Reports To:	Allied Health Manager, Physiotherapy and Exercise Physiology Professor Physiotherapy, Western Health
Direct Reports:	NA
Date Prepared/Updated:	28 May 2026

<p>Position Purpose</p> <p>The Site Coordinator will be responsible for coordinating activities at the Western Health to ensure smooth operations for the My Personal Rehab (MPR) study across hospital sites within Western Health. This role involves driving participant recruitment, supporting HCP (health care professional) recruitment and training, completing required site documentation, maintaining communication between the site and the central Neuroscience Research Australia (NeuRA) research team, and ensuring adherence to study protocols and ethics requirements.</p> <p>The project is led at Western Health by Professor Cathy Said & Dina Pogrebnoy (Physiotherapy).</p> <p><u>The preferred applicant will work:</u></p> <ul style="list-style-type: none"> • Locally with other project team members including members of the Western Health Falls Advisory Group, participating wards across Western Health and the research team at Western Health & University of Western Australia • Externally with project partners from collaborating organisations and health services • Across Sunshine, Footscray and Williamstown campuses as required
<p>Business Unit Overview</p> <p>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.</p> <p>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</p>

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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 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

Project specific responsibilities include:

Contributions to research

- Ensure that all study procedures are conducted according to approved protocols, ethical guidelines, and Good Clinical Practice (GCP).
- Drive participant recruitment.
- Support the central NeuRA team in organising site initiation meetings, regular updates, and staff training sessions as needed.
- Serve as the primary point of contact for study-related communication between Western Health hospital sites and the central NeuRA research team.
- Maintain accurate and up-to-date study documentation and logs.
- Track study progress and recruitment metrics.
- Ensure timely communication of any protocol deviations, adverse events, or issues to the central NeuRA study team.
- Coordinate with multidisciplinary teams if needed (physiotherapists, nurses, physicians, and allied health) to support study activities.
- Help with managing logistics of study materials, devices, and documentation between the hospital site and central NeuRA research team.
- Support audit and monitoring visits, ensuring sites are compliant and inspection-ready.
- Contribute to process improvements to enhance study efficiency and participant experience.
- Perform other duties as required to support the successful delivery of the study within Western Health.

Other contributions to the research team and to NeuRA

- Contribute to the functioning of a cooperative, efficient and harmonious research team
- Exemplify NeuRA and Western Health's values in all your interactions with fellow researchers, operations and foundation staff as well as NeuRA contractors and collaborators
- Other duties commensurate with the role, as reasonably required

Responsibilities associated with being an employee of the Physiotherapy Department at Western Health include:

- 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 (as required) and report any changes or limitations on practice if applicable

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- 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
- Deliver high quality person centred interprofessional care in line with the “Best Care” framework
- Demonstrate independent clinical reasoning and clinical competencies, including expertise in use of relevant assessment tools, treatment methods, and case management skills
- Demonstrate developed organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload
- Perform evidence based clinical services using a person-centred approach in the development of an appropriate treatment plan
- Assist with development and evaluation of procedures and guidelines
- Participate in planning for clinical services for the team
- Identify solutions to problems within the service and seek advice for complex matters
- Participate and represent the service (in consultation with senior staff) at relevant committees, working groups and meetings as requested.
- Provide information and education about the service and professional role within the service
- Attend and participate at relevant team/service meetings
- Where designated, provide high quality clinical supervision to junior staff and students that is timely, flexible and responsible
- Conduct or contribute to feedback to staff on their performance including performance development planning where relevant
- Assist in cultivating an environment where workers have the opportunity to work to their full scope of practice and potential
- Participate in the development, organisation and delivery of education programs for Western Health staff, external service providers and the community
- Participate in research/evaluation and ongoing service review
- Ensure that workload statistics, and other required information is entered in a timely and accurate manner
- Perform other duties as directed
- Demonstrate effective negotiation skills and conflict resolution when dealing with difficult situations
- Contribute to a culture that promotes effective teamwork, encourages cohesion and ensures staff feel valued and contributions are acknowledged
- Demonstrate open and effective communication (verbal, non-verbal, written and electronic) with consumers, other staff and service providers
- Demonstrate knowledge of resources relevant to work area and act as a resource person for other team members
- Actively participate in regular supervision, demonstrating ongoing development of clinical skills and reflective practice as identified in supervision plan
- Demonstrate flexibility/responsiveness within professional practice/duties/roles and assumes extra responsibility as required to meet organisational priorities

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:

- Manager of Physiotherapy and Exercise Physiology
- Professor Cathy Said
- Dina Pogrebnoy, other members of the research team,
- Physiotherapy staff across the network
- Director of Allied Health

External:

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- Prof Kim Delbaere and the research team from NeuRA
- Clients and their family/carers
- Key community organisations
- Physiotherapy peers in other health services
- The University of Melbourne and other relevant tertiary education providers

Selection Criteria

Essential

- Appropriate recognised tertiary qualification and registration with relevant registration board (eg AHPRA)
- Highly developed interpersonal, written and electronic communication skills
- Computer literacy (at least moderate skill level in MS Word and basic skill level in Excel and Outlook)
- Excellent organisational and time management skills
- Knowledge of and participation in continuous quality improvement processes
- Commitment to continuing professional development
- Demonstrated understanding of manual handling risk reduction

Desirable

- Previous experience in research
- Demonstrated ability to work independently and as part of a team.
- Successful supervision of staff
- A current Victorian driver's licence
- Membership of relevant professional organisation (eg Australian Physiotherapy Association) and special interest group/s

Desirable Personal Attributes

- Self-motivated
- Compassionate and empathetic approach
- Ability to influence others
- Open to new ideas
- Timely informed decision making
- People orientated
- Confidence in own ability
- Builds rapport
- Adaptable, flexible and persistent as required
- Takes direction
- Resilience
- Positive outlook

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

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- 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, Part 5A of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005
- 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.

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

Employee's Signature: _____

Date: [Click here to enter a date.](#)

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