

POSITION DESCRIPTION

Position Title:	Allied Health Manager - ASPIRE Unit (Allied Health Strategy, Planning, Innovation, Research and Education)
Business Unit/Department:	Allied Health - ASPIRE
Division:	Operations
Award/Agreement:	ALLIED HEALTH PROFESSIONALS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021 – 2026
Classification:	Grade 4
Reports To:	Allied Health Director
Direct Reports:	Nil
Date Prepared/Updated:	18 March 2025

Position Purpose

The ASPIRE Unit Manager will work to lead the ASPIRE unit and support the AH Director and AH Management group in successfully achieving its vision, business and quality objectives. The ASPIRE Unit Manager will achieve this through:

- Strengthening the Western Health and Allied Health brand
- Embodying a progressive, adaptable and sustainable approach to change, continuous quality improvement and innovation
- Providing strength in leadership and management within and beyond the organisation
- Development of internal and external networks, relationships and partnerships
- Effective project, team and resource management
- Role modelling the Best Care framework
- Leadership and management of work prioritisation and allocation within the ASPIRE unit

Through leadership of the Clinical Governance and Workforce Development Portfolio, the ASPIRE Unit Manager will ensure:

- Ongoing implementation of the Allied Health Workforce Blueprint to address attitude, behaviour, culture, capacity, distribution, utilisation, productivity and sustainability of the workforce
- Workforce planning for an Allied Health workforce with appropriate skills, leadership and professional group mix for the medium to long term
- An Allied Health workforce that is appropriately qualified and experienced to provide safe, high quality care through a rigorous credentialing system
- Scope of clinical practice, including advanced and extended scope practice, is clearly embedded for Allied Health roles and work groups

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- Workforce capability and competence is developed, supported and sustained within a structured framework
- Clinicians are supported in their roles through training, development, supervision and mentoring
- Consistent clinical supervision and performance management systems and training programs are embedded to support and monitor the Allied Health workforce in fulfilling its role and responsibilities competently
- A formalised governance system is embedded for oversight of workforce processes and activities
- Identification of appropriate resources and opportunities for ongoing management of an effective Allied Health workforce framework
- Assume responsibility as the Allied Health Credentialling Officer and lead preparation, planning and delivery of the Allied Health Credentialling and Professional Advisory Committee (CPAC)

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 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, external service providers and the community
- Lead the provision of information and education about Allied Health and professional role within the service
- Lead service development and evaluation through quality improvement activities or research projects
- Lead and deliver high quality person centred interprofessional care in line with the 'Best Care' framework
- Lead, provide and direct others in the provision of evidence-based services using a person-centred approach
- Lead in cultivating an environment where workers have the opportunity to work to their full scope of practice and potential
- Lead the development of strategic and service plans informed by internal and external policy and

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evidence-based practice

- Lead and contribute to relevant team and client meetings
- 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
- Lead in fostering and developing research opportunities across the service
- 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
- 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
- Conduct or contribute to feedback to employees on their performance including performance development planning and performance management where relevant
- Assist in promoting effective workplace relations and teamwork to ensure optimum relations across services and collaborating community agencies
- Maintain active links and roles with relevant professional bodies and organisations and ensure robust and open feedback with the AH Director and Management group
- 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
- 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
- Ensure that service/program outcomes are achieved through appropriate client management and pathways
- 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 conjunction with service manager lead in the processes of recruitment, selection and retention of employees to meet client and service needs
- 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 area of responsibility
- Comply with the expected scope of the role and standards of performance in the role as described by the relevant professional bodies/industry standards
- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience
- 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
- Modelling and application of extensive, effective evidence-based specialist knowledge, clinical reasoning and competencies, to lead and enhance patient care
- Contribute to development and implementation of methods to ensure that staff in the area of responsibility have an appropriate, measurable level of competence
- 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

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expertise

- Develop recommendations for senior management regarding complex service level issues.
- In conjunction with service managers, support staff to meet service targets/goals
- 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
- Comply with confidentiality obligations with regard to patients, consumers and colleagues
- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'
- Comply with all Western Health policies and procedures

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

Key Working Relationships

Internal:

- Allied Health Director
- Community Services Director
- Allied Health Management
- Allied Health and Community Services Workforce
- Western Health Senior Management relevant to area of responsibility i.e. Education, Research, Service Division
- Other members of the service/team

External:

- Department Health and Human Services and other appropriate government and private entities
- Key community organisations

Selection Criteria

Essential

- Completion of a professional entry degree in a related health discipline
- Completion of or progress towards an additional formal qualification at a Masters / Doctorate level related to role
- Comprehensive understanding of clinical governance and workforce development with demonstrated interest in developing a skilled, effective, flexible, fit-for-purpose and sustainable Allied Health workforce
- Highly developed organisation and time management skills
- Highly developed interpersonal, written and electronic communication skills
- Demonstrated achievement in leadership, supervision and project management in the health and human services area to ensure effective service provision/program delivery
- Proficient use of word processing, database and presentation software as well as internet and varied information technology
- Experience in working in a collaborative environment
- Demonstrated understanding of AH practices

Desirable

- At least 10 years relevant clinical and leadership postgraduate experience
- Victorian Drivers Licence

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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
- Resourceful
- 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.
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, 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.

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<i>I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.</i>			
Employee's Name:			
Employee's Signature:			Date: <div></div>

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