

POSITION DESCRIPTION

Position Title:	Principal Psychologist
Business Unit/Department:	Specialist Services
Division:	Mental Health and Wellbeing
Award/Agreement:	VICTORIAN PUBLIC HEALTH SECTOR (MEDICAL SCIENTISTS, PHARMACISTS AND PSYCHOLOGISTS VICTORIAN PUBLIC SECTOR (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021 -2025)
Classification:	TT16 Psychologist Grade 5
Reports To:	<u>Operational:</u> Operations Manager - Specialist Services <u>Professional:</u> Director of Psychology
Direct Reports:	To be confirmed
Date Prepared/Updated:	1 July 2025

Position Purpose
<p>The Principal Psychologist (Mental Health) will provide leadership and clinical expertise as the most senior psychologist within the Mental Health and Wellbeing Services Division. The Principal Psychologist will be responsible for ensuring the coordination and delivery of best care, evidenced based treatment, and clinical supervision across all levels of the psychology workforce within the division.</p> <p>Responsibilities include providing expert advice on the strategy, implementation and evaluation of psychology activities regarding workforce capability, psychological education and research across the mental health services at Western Health. Providing advice to senior operational management on continuous improvement initiatives for psychology will also be a key function. Participation in service-wide psychology-related activities and engagement in clinical supervision processes are also essential aspects of the role, facilitating ongoing professional development and the exchange of best practice within the field. Collaboration and engagement with the Psychology Education and Research Team will also feature as a key priority for this role.</p> <p>The Principal Psychologist will work closely with the Psychology leadership group and other discipline leads to develop and promote evidenced based practice across the service. The Principal Psychologist ensures best psychological practice is delivered to consumers and their families / carers in line with the recommendations from the RCVMHS. The Principal Psychologist is also responsible for the development and maintenance of professional standards in psychology and, in conjunction with the Director of Psychology, leads on the workforce planning, recruitment, retention and supervision of psychologists in the service.</p>

Our Vision

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

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.

Operational

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, Sunbury, Maribyrnong, Melton and part of Hume.

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 several 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.

Professional

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
- Spiritual Care Services
- Physiotherapy
- Podiatry
- Social Work
- Speech Pathology

Key Responsibilities

- 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 and leadership capability framework
- Maintain registration (as required) 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
- Comply with all Western Health policies and procedures
- In conjunction with team managers ensure staff are appropriately directed and supported to deliver high quality client centred care in line with the "Best Care" Framework
- Lead and deliver high quality person centred inter-professional care in line with the "Best Care" framework
- Demonstrate extensive, evidence-based specialist knowledge, clinical reasoning and competencies, to lead and enhance patient care in area of practice
- Provide and direct others in the provision of evidence based clinical services using a person-centred approach
- Demonstrate capacity to develop and implement methods to ensure that staff have an appropriate and measurable level of competence

Our Vision

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

- In collaboration with the Director of Psychology, ensure the application and maintenance of clinical standards within the Mental Health and Wellbeing Division
- Support the Operational and Professional management within Mental Health and Wellbeing Services Division with workforce recruitment, staff retention, and compliance with Western Health's industrial obligations under the EBA
- Demonstrate highly developed organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload
- Identify and support others to solve complex problems
- In conjunction with relevant operations and professional 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
- Lead planning for clinical services for the Mental Health and Wellbeing Services Division, including providing strategic advice, expertise and support for the implementation of RCMHS recommendations
- Support staff to meet service targets and goals
- Provide leadership which promotes effective teamwork, encourages cohesion and ensures staff feel valued and contributions are acknowledged
- In conjunction with the divisional leadership team, actively work towards service integration and streamlined patient journeys
- In conjunction with team managers ensure appropriate orientation of new staff
- Demonstrate expert knowledge of resources relevant to area and act as a resource person for other team members
- Demonstrate high level open and effective communication (verbal, non-verbal, written and electronic) with consumers, other staff and service providers
- Demonstrate highly effective negotiation skills and conflict resolution skills when dealing with difficult situations
- Support and supervise psychologists at various stages of their professional training and career
- 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 assume extra responsibility as required to meet organisational priorities and appropriately delegates as necessary
- Participate and represent the service at relevant committees, working groups and meetings as requested
- Lead the provision of information and education about the service and professional role within the service
- Assist in promoting effective workplace relations and teamwork to ensure optimum relations across services including collaboration with community agencies
- Participate in and contribute to relevant case conferences, team meetings, client/family feedback meetings
- To support the Mental Health & Wellbeing Division's incident response and review process by facilitating debriefing and defusing sessions, and participating within In-depth Case Review
- Assist in cultivating an environment where workers can work to their full scope of practice and potential
- Assist in fostering and developing research opportunities across the service
- Conduct or contribute to feedback to staff on their performance including performance development planning and performance management where relevant
- Work with the Psychology Education and Research Team participate in the development, organisation and delivery of education programs for Western Health psychologists, including inter-professional education and training
- Present at internal and external forums to enhance personal knowledge and professional development
- Lead service development and evaluation through quality improvement activities or research projects where appropriate
- Assist in writing procedures and guidelines as required for the ongoing development of the division and psychology program and support relevant staff to complete these tasks
- Assist in meeting reporting requirements relating to the service
- Ensure that service/program outcomes are achieved through appropriate client management and pathways
- Facilitate/assist in the process of recruitment, selection and retention of staff to meet client and service needs.
- Ensure that workload statistics, and other required information, is entered and reported as directed, and on time by self and staff in area of responsibility
- Perform other duties as directed

Our Vision

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

<p>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.</p>
<p>Key Working Relationships</p>
<p>The Principal Psychologist is operationally accountable to the Operations Manager – Specialist Services and professionally accountable to the Director of Psychology, Western Health. Other key working relationships include:</p> <p>Internal:</p> <ul style="list-style-type: none"> • Divisional Director, Mental Health & Wellbeing • Divisional Director, Allied Health • Director of Clinical Services • Nurse Unit Manager(s) and/or Program Managers with MH&WS • Psychologists working within the Mental Health & Wellbeing Division • Lived Experience Leads • Discipline Clinical Leads • Principal Psychology Educator • Psychologists working in other Divisions (i.e., Allied Health, Western Health at Home, etc) • Other Allied Health, Medical, and Nursing Professionals at Western Health <p>External:</p> <ul style="list-style-type: none"> • Consumers, their family and carers • Community Service providers • Residential Care Facilities • General Practitioners • Victorian Mental Health Tribunal • Victorian Civil and Administrative Tribunal (VCAT) • Office of the Public Advocate
<p>Selection Criteria</p>
<p>Essential</p> <ul style="list-style-type: none"> • Minimum ten (10) years' experience as a Clinical Psychologist within public health. • Hold current general registration as a Psychologist with AHPRA. • Possession of a master's level degree or above in Clinical Psychology (Doctorate or PhD highly desirable). • Hold an Area of Practice Endorsement in Clinical Psychology. • Hold current registration as a PsyBA Board Approved Supervisor for Higher Degree Students and Registrars. • High level of competence in the field of Clinical Psychology • Knowledge and adherence to relevant professional codes of ethics, and legislation, particularly the Mental Health & Wellbeing Act (2022), and the Guardianship & Administration Act (2019). • Demonstrate an understanding of the strategic direction of Western Health, and for Mental Health and Wellbeing Services within Victoria. • Extensive experience and demonstrable outcomes in psychological service delivery, supervision, consultation, demonstrated quality project and/or research leadership, and a high level of expertise in the delivery of mental health services to people with severe psychiatric illness and disability, including care coordination, psychiatric and psychological assessment and specialist therapeutic interventions. • Demonstrated clinical experience and advanced knowledge and skills to be able to lead service development, which includes a commitment to the delivery of safe and inclusive recovery-oriented care. • Demonstrated commitment to working with Consumer and Carer Lived Experience workforce and commitment to co-design • Demonstrated highly effective leadership, communication and interpersonal skills, including negotiation, conflict resolution and creativity in problem solving. • Highly developed reporting skills, including the ability to write reports, professional articles and submissions. • Consolidated skills and experience in the supervision of professional staff, to promote professional competence and foster individual staff development. • Excellent organisational and time management skills. • Demonstrated flexible approach. • Knowledge of and participation in continuous quality improvement processes. • Commitment to clinical research. • Commitment to continuing professional development. • Experience in public mental health settings, in particular experience working with diverse patient populations

Our Vision

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

(i.e., Aboriginal and Torres Strait Islanders, and other culturally and linguistically diverse communities), including the provision of gender sensitive services.

- Demonstrated time management skills, and the ability to generate strategies for prioritising workloads effectively.
- Current Working with Children's Check.
- Current Victorian Drivers Licence.
- Computer literacy.

Desirable

- High performance standards for self and others.
- Demonstrated experience in the recruitment, training, development, and performance development of Psychologists.
- Completion of, or progress towards, an additional formal qualification in health service management (and/or leadership).
- Sensitivity to working with individuals from other cultures, non-English speaking backgrounds and experience working with interpreters
- Knowledge and understanding of relevant legislation (e.g. Mental Health Act 2022, Information Privacy Act 2000 and the Health Records Act 2001)
- Knowledge and compliance with the Psychology Board of Australia (AHPRA) Code of Conduct for Psychologists.
- Knowledge and compliance with Western Health Policies, Occupational Health and Safety and Infection Control
- Sensitivity to working with individuals from non-English speaking backgrounds and experience working with interpreters
- Experience in working with diverse patient populations (i.e., Aboriginal and Torres Strait Islanders, ACCHO and Aboriginal Communities and Families)

Desirable Personal Attributes

- Self-Motivated
- Broad systems and innovative thinking
- Compassionate and empathetic approach
- Ability to influence others
- Open to new ideas
- Mindful observation
- Timely informed decision making
- People oriented
- Collaborative approach
- Confidence in own ability
- Builds rapport
- Embraces self-growth and continual learning
- Adaptable, flexible and persistent as required
- Takes direction
- Effective delegator
- Resilience
- Positive outlook

Leadership Capabilities

Leadership Capability	Definition
Plan and aligns	Planning and prioritising work to meet commitments aligned with organisational goals
Drives vision and purpose	Painting a compelling picture of the vision and strategy that motivates others into action
Ensures accountability	Holding self and others accountable to meet commitments
Strategic mindset	Seeing ahead to future possibilities and translating them into breakthrough strategies
Instils trust	Gaining the confidence and trust of others through honesty, integrity and sincerity

Our Vision

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

Communicates effectively	Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
Situational adaptability	Adapting approach and demeanour in real time to match the shifting demands of different situations.
Collaborates	Building partnerships and working collaboratively with others to meet shared objectives
Builds effective teams	Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.
Customer focus	Building strong customer relationships and delivering customer-centric solutions

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 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), the Privacy Act 1988 and responsibilities under s141 Health Services Act regarding 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.