

POSITION DESCRIPTION

Position Title:	Podiatrist
Business Unit/Department:	Podiatry
Division:	Integrated Community Health Services
Award/Agreement:	Allied Health Professionals (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 2 – Year 1 to Year 4 (CM7 to CV8)
Reports To:	Manager – Community Adult Health Programs
Direct Reports:	N/A
Date Prepared/Updated:	22 July 2026

Position Purpose

Podiatrists at Western Health Melton and Bacchus Marsh provide services to clients with chronic and complex podiatric presentations. The role may require service delivery across a number of settings including primary care, acute and subacute. The role will also be required to work as part of the wider multidisciplinary health team, including; physiotherapists, exercise physiologists, speech pathologists, occupational therapists, dietitians, diabetes nurse educators, nurses and allied health assistants, to provide a coordinated approach to patient care. The role will assist and support Grade 1 clinicians and students.

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.

Integrated Community Health Service Division

The Integrated Community Health Services Directorate at Western Health focuses on delivering high quality evidence-based care to those residing in the City of Melton and Moorabool Shire across a variety of clinical settings. Services are provided across acute (medical surgical and maternity unit), outpatient services (Paediatric and Adult), outpatient rehabilitation, community health settings (Paediatric and Adult), residential care services, health promotion, community partnerships and support services across Bacchus Marsh, Melton and Caroline Springs campuses.

The Integrated Community Health Services Directorate has a strong focus on multidisciplinary care with services being provided in both an individual format and group-based interventions. Staff model the Western Health values of CARES (Compassion, Accountability, Respect, Excellence and Safety). Within community services there are multiple different funding programs to support a patient's and client's journey and build their independence in the community.

Services within this directorate include:

- Adult Allied Health

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- Paediatric Allied Health
- Community Health Nursing
- Community Nursing
- Perpetrator Men's Family Violence
- Aboriginal Programs
- NDIS (National Disability Insurance Scheme) Therapeutic Supports
- Support at Home Programs
- Dental Services

Division of Allied Health

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

- Provide clinical podiatry services to referred patients in designated programs, ensuring that they receive appropriate assessment, treatment and management.
- Have a sound knowledge of various aspects of podiatry management including acute, sub-acute and chronic conditions.
- Develop effective referral and service relationships, both formal and informal, with general practitioners, health and welfare agencies, discharge planners from acute hospitals and other relevant services
- Ensure that all service delivery and program development has an evidence-based framework, based upon program resource guidelines where available.
- Maintain close professional working relationships with other health professionals and support personnel.
- Maintain an up-to-date knowledge and skills base to facilitate best possible patient care
- Provide education and act as a resource to other staff, patients, community groups and other agencies as appropriate to the role
- Maintain statistics in accordance with Western Health's requirements.
- Participate in service development, organisational meetings, staff development and training as required
- Provide supervision for grade 1 clinicians, allied health assistants (where applicable) and students
- Participate in relevant meetings of Western Health.
- Ensure that all equipment and resources are regularly monitored and maintained according to departmental guidelines.
- Assist the Manager of the area with other duties as required.
- Assist the Grade 3 podiatrist as required.
- Ensure documentation is maintained according to required standards.
- Facilitate and lead quality and risk management activities.

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- Participate in staff development activities
- Utilise appropriate communication channels as per organisational structure
- Identify patient needs and provide appropriate patient information
- Act in accordance with standards, guidelines and mandatory trainings

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:

- Director of Integrated Community Health Services
- Manager Community Adult Health Programs
- Manager Podiatry
- Senior Podiatrist
- Podiatrists - ICHS and Western Health
- Other Allied Health and Nursing teams

External:

- Patients, carers and other support people
- Relevant community stakeholders

Selection Criteria

Essential:

- Tertiary qualification in Podiatry
- Unrestricted registration with AHPRA (Australian Health Practitioners Regulation Agency)
- Ability to apply, without exception, principles of confidentiality, privacy and maintain confident communication
- Sound knowledge in the application of podiatric theory and practice with demonstrated proficiency in assessment, intervention, patient management and evaluation of exercise program
- Ability to provide professional advice to other medical and allied health staff, based on a firm theoretical framework and supported by clear clinical reasoning
- Demonstrated ability to communicate effectively to achieve results
- Demonstrated time management skills
- Completed or application number for NDIS worker screening check

Desirable:

- Experience in working in a variety of clinical settings including acute, community and rehabilitation environments
- Experience in providing student and staff supervision
- Experience working in a multidisciplinary team

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

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

General Information

- Redeployment to other services or sites 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: _____

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