

POSITION DESCRIPTION

Position Title:	Psychology Educator
Business Unit/Department:	Psychology
Division:	Allied Health
Award/Agreement:	Medical Scientists, Pharmacists & Psychologists (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Psychologist: Grade 4 - Year 1 to Year 5 (PM1 to PM5)
Reports To:	Director of Psychology; Principal Psychology Educator (Grade 5)
Direct Reports:	N/A
Date Prepared/Updated:	1 July 2026

Position Purpose

Working alongside the Principal Psychology Educator, and reporting to the Director of Psychology, the Psychology Educator will have an important role in supporting the operations and objectives of the Psychology Education Team.

This will include supporting the Principal Psychology Educator and Psychology Senior Leadership Group in the planning, development and implementation of the clinical education and professional development of Psychologists employed by Western Health in the following divisions:

- Allied Health
- Western Health at Home (including Custodial Health)
- Integrated Community Health Services
- Drug Health Services; and
- Mental Health & Wellbeing Services

This position will support the Principal Psychology Educator with ensuring the successful delivery of a program of clinical training and supervision support for psychology staff, provisional psychologists (postgraduate trainees on fieldwork placement), Interns and Registrars. The Psychology Educator will also contribute to supporting Psychology's overall workforce education and research agenda, in line with Western Health's strategic plan.

Alongside other clinical educators within Western Health, and under the direction of the Principal Psychology Educator, the Psychology Educator will contribute to the broader education and workforce agenda for Allied Health Professionals at Western Health and model a positive learning culture.

Business Unit Overview

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.

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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, Language Services, Nutrition and Dietetics, Occupational Therapy, Spiritual Care, Physiotherapy and Exercise Physiology, Podiatry, Social Work, Speech Pathology.

Western Health at Home

The Division of Western Health at Home delivers care within the Operations Directorate and spans across all Western Health campuses. It consists of a range of Medical, Nursing, Allied Health, and non-bed-based community services. Community and Care Coordination Services are delivered both within-hospital and in community-based locations, and include: Allied Health and Pharmacy services; Nursing and Medical services, Specialised Rehabilitation Program (SRP); Specialist Clinics including: Memory, Falls, Continence, Chronic Wound, Renal, Endocrinology, and Diabetic Foot Services, plus a wide range of Health Independence Continuing Care Programs.

Teams that support access and flow also operate out of the Division, and include the Central Access Unit, Transit Lounges and ACE Coordination team processing and coordinating care for patients as they transition out of acute inpatient care. Inpatient services are delivered by the Hospital in the Home Service (HITH), GEM at Home service, and the Medical Ambulatory Day Unit (MADU).

Integrated Community Health Services

The Integrated Community Health Services (within Western Health at Home) focuses on delivering high quality 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 and support services including Intake for Bacchus Marsh, Melton, and Caroline Springs campuses. Services within this directorate include Allied Health, Community Health Nursing, Community, Perpetrator Men's Family Violence Programs, Aboriginal Programs, and NDIS (National Disability Insurance Scheme) Therapeutic Supports.

Custodial Health

The Chronic and Complex Care Division is also responsible for the provision of primary healthcare to women currently on remand and those serving sentences at the Dame Phyllis Frost Centre. The Dame Phyllis Frost Centre (DPFC) is a correctional facility for women located in Ravenhall in Melbourne's west. DPFC is operated by Corrections Victoria and provides maximum, medium, and minimum-security accommodation for women on remand and those currently serving sentences. At present, the prison can accommodate 572 women, this includes a 20-bed specialist mental health inpatient facility operated by Forensicare.

Drug Health Services

Drug Health Services offers a diverse range of programs and interventions for individuals and families who are affected by drug and alcohol related problems. Our service works with people of all ages and welcomes people of Aboriginal or Torres Strait Islander background and endeavours to be culturally appropriate and sensitive to all people.

Mental Health and Wellbeing Services

The Division of Mental Health and Wellbeing Services spans multiple Western Health sites and community settings, delivering services across the lifespan. Established in response to a key recommendation from the Royal Commission into Victoria's Mental Health System, the Division serves the municipalities and growth areas of Brimbank, Sunbury, Maribyrnong, and Melton.

Care is provided through a recovery-oriented approach by a multidisciplinary workforce comprising skilled clinicians, consumers, and carers. Services include hospital-based, community and specialist programs for adults, older adults, children, and adolescents who are experiencing, or are at risk of developing, a serious mental illness. The Division works collaboratively across other Western Health Divisions and in partnership

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with external health and community providers to ensure the delivery of Best Care. With a strong commitment to innovation, the Division continues to expand and strengthen service options to meet the evolving mental health and wellbeing needs of the Western Melbourne community.

Key Responsibilities

Professional Development, Supervision and Support of Psychology Staff

- Under the direction of the Principal Psychology Educator, contribute to the planning, development, and management of the clinical education of Psychologist employed at Western Health.
- Support the development of strategic plans informed by internal and external policy and evidence-based practice, in conjunction with the Principal Psychology Educator and Director of Psychology.
- Contributes to the development and maintenance of the professional core competencies framework for the Psychology workforce, together with the Psychology Senior Leadership Group (PSLG).
- Management of the Psychology orientation program in collaboration with the Principal Psychology Educator, relevant Senior Clinical staff, Operations and Program managers.
- Contribute to the professional development activities of Psychologists across Western Health.
- Together with the Principal Psychology Educator, oversight of professional supervision of Psychologists at Western Health.
- Provision of direct clinical supervision (where this is required).
- Provision of specialist training on topics related to psychological practice.
- 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.

Management of Psychology Postgraduate Trainee and Registrar Programs

- Contribute to the coordination of the Psychology Postgraduate Trainee placements and supervision program (under the direction of the Principal Psychology Educator, and in collaboration with the primary clinical supervisors).
- Coordination of the Psychology Registrar program.
- Support continued relationships with key Universities and other education providers that support post-graduate trainee placements and internships.

Oversight of Psychology Advanced/Extended Scope of Practice and Credentialing processes (where applicable)

Contribution to Allied Health Staff Training and Support

- Collaborates with other discipline-specific Educators toward strengthening interdisciplinary education initiatives.
- Collaborates with Educators from other disciplines to provide coordinated professional development support to staff toward the application of clinical, best practice principles.
- Collaborates with the Lived Experience workforce in the development and implementation of educational activities.
- Ensures that Psychology education and research activities are aligned and complement Western Health's strategic plan.

Professional Standards and Accountability

- 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 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 with regard to patients, consumers, and colleagues.
- Comply with all Western Health policies and procedures.
- Demonstrate high level open and effective communication (verbal, non-verbal, written, and electronic) with consumers, other employees, and service providers.

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- Demonstrate extensive, effective negotiation and consultation skills at all levels to develop and consolidate key relationships.
- Demonstrate flexibility and responsiveness within professional practice/duties/roles and assumes extra responsibility as required to meet organisational priorities and appropriately delegates, as necessary.
- Maintain active links and roles with relevant professional bodies and organisations.
- Demonstrate highly developed organisational skills and efficient time management to appropriately evaluate, prioritise, and complete workload.
- Work independently within parameters delegated by Director.
- 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.

Clinical Leadership (under the direction of the Principal Psychology Educator)

- Lead in cultivating an environment where employees have the opportunity to work to their full scope of practice and potential.
- Lead in fostering and developing research opportunities across the service.
- Contribute to feedback to employees on their performance including performance development planning and performance management where relevant.
- 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.
- 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.

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

The Psychology Educator (Grade 4) is both operationally and professionally accountable to the Principal Psychology Educator (Grade 5) and to the Director of Psychology. Other key working relationships include:

Internal:

- Psychology Senior Leadership Group
- ASPIRE Workforce and Education Unit
- Western Health Education and Training Unit
- Western Health Senior Management relevant to area of responsibility
- Members of the Western Health Psychology Department
- Psychologists working in other Divisions
- Other Allied Health, Medical, and Nursing Professionals at Western Health
- Divisional Director, Allied Health

External:

- Psychology Clinical Educators (Public Sector)
- Victorian Collaborative Centre for Mental Health and Wellbeing (VCC)
- Relevant Tertiary Education Institutions
- Allied Health Clinical Educators' Network (AHCEN)
- Key community organisations

Selection Criteria

Essential:

- More than ten (10) years of experience working as a psychologist in a specialist area.
- Minimum master's degree in psychology (PhD or Doctorate highly desirable).
- Hold current general registration as a Psychologist with AHPRA.
- Hold an Approved Area of Practice (Endorsement) with the Psychology Board of Australia (PsyBA) within one (or more) of the following areas:

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- Clinical Psychology;
- Clinical Neuropsychology;
- Health Psychology;
- Forensic Psychology
- Educational and Development Psychology
- Hold current registration as a PsyBA Board Approved Supervisor (eligible to supervise Higher Degree Students, Registrars, and Interns).
- Demonstrate an understanding of the strategic direction of the health service, and the directorate.
- Proficient in the use of ICT, as well as a sound understanding of health informatics, data, and E-Systems as they pertain to service development and innovation in healthcare.
- Extensive experience at a senior level in a either a specialist medical and/or mental health setting.
- Highly developed organisation and time management skills
- Highly developed interpersonal, written, and electronic communication skills
- Experience in providing leadership in team and departmental research, quality improvement, and service evaluation activities.
- Demonstrated achievement in leadership and supervision within area of responsibility to ensure effective service provision and program delivery.

Desirable:

- Completion of an Educational Qualification (e.g. a Certificate IV in Training and Assessment, Graduate Certificate in Education or Health Professional Education).
- An honorary university appointment that may include active involvement in the teaching of Psychology at a postgraduate level.
- 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 2014, Information Privacy Act 2000, and the Health Records Act 2001)
- Knowledge and compliance with Australian Psychologists' Ethical Guidelines of Practice
- Knowledge and compliance with Western Health Policies, Occupational Health and Safety and Infection Control

Desirable Personal Attributes:

- Self-motivated
- 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
- Resilience
- Positive outlook

Leadership Capabilities

Leadership Capability	Definition
Plan and aligns	Planning and prioritising work to meet commitments aligned with organisational goals

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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
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 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.
- 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 and 6A Family Violence Protection Act 2008, 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

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- 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: _____

Employee's Signature: _____

Date: _____

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