

POSITION DESCRIPTION

Position Title:	Head of Unit – Hospital Psychiatry (Mental Health & Wellbeing Services)
Business Unit/Department:	Operations
Division:	Mental Health & Wellbeing Services
Award/Agreement:	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
Classification:	HM33 to HM41; or HN19 to HN59 50% CST
Reports To:	Clinical Services Director – Mental Health & Wellbeing Services
Direct Reports:	Consultant Psychiatrists, Hospital Psychiatry/relevant hospital-based psychiatry services
Date Prepared/Updated:	7 July 2026

Position Purpose

The Head of Unit, Hospital Psychiatry, Mental Health and Wellbeing Services, in partnership with operational and nursing leadership, is accountable for the clinical leadership, governance, medical workforce management, service development, quality, safety, and performance of hospital-based psychiatry services at Western Health.

The role supports delivery of Best Care, strengthens multidisciplinary practice, ensures compliance with legislative and professional standards, and contributes to the strategic development of Mental Health and Wellbeing Services.

Key accountabilities will include:

- Developing and maintaining high standards of clinical governance.
- Promoting excellent patient/consumer experiences.
- Responsibilities and accountabilities.
- Onboarding and recruitment of new medical staff.

The role is responsible for ensuring that each unit has high performing multidisciplinary teams which operate professionally and collegially, to support a culture of excellence in clinical practice at Western Health.

Business Unit Overview

The Division of Mental Health and Wellbeing Services functions within the Operations Directorate, which is charged with providing a significant portion of Western Health's consumer/patient care. To support good governance and collaboration, the Operations Directorate is split into several Divisions through which

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clinical and supporting programs are delivered.

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 was recently 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 and Melton.

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 with a number of Divisions across 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.

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Leading the delivery of a connected and consistent consumer experience and providing the best care to save and improve the lives of those in our community most in need.

Key Responsibilities

This position is the line manager for the Senior Medical Staff (SMS) working in the Hospital Psychiatry/relevant hospital-based psychiatry services.

Clinical Leadership:

- Provide clinical leadership to consultant psychiatrists and medical staff working across Hospital Psychiatry and relevant hospital-based mental health services at Western Health.
- Support the broader strategic and clinical leadership of the Mental Health and Wellbeing Services, in collaboration with the Divisional team.

The Head of Unit will provide stewardship and work collaboratively with relevant stakeholders to:

- Create a culture within the division that supports staff engagement, organisational commitment, and job satisfaction.
- Ensure the division is an employer of choice, able to attract and retain high-performing individuals.
- Provide access to educational programs for Junior Medical Staff (JMS) and ongoing professional development for Senior Medical Staff (SMS)
- Undertake medical workforce planning in conjunction with the Medical Workforce Unit as required.
- Establish clear performance expectations for SMS and support their development.
- Support established and emerging researchers to promote a thriving research culture.
- Facilitate effective collaboration between medical and multidisciplinary teams to provide Best Care, mitigate risk, and improve patient/consumer experience.
- Act as a conduit for communication between the Executive and clinical units within the division.
- Lead collaboration with other health services and providers to develop regional clinical services.
- Serve as an Authorised/Delegated Psychiatrist under the Mental Health and Wellbeing Act 2022 (MHWA 2022) to:
 - Exercise all functions and powers conferred under MHWA 2022 or other legislation.
 - Support the Chief Psychiatrist in the execution of their statutory functions.

Workforce:

- Serve as line manager for SMS within the program.
- Ensure medical staff are registered, credentialed, and working within their scope of practice, with clinical audits completed and documented.
- Supervise, support, and train JMS, ensuring delegated care is safe and appropriate.

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- Recruit, retain, and manage performance of medical staff.
- Complete performance appraisals and ensure compliance with mandatory training.
- Appropriately manage staff leave and ensure service continuity.
- Promote a supportive and growth-oriented team culture.
- Support staff wellbeing and facilitate access to mental health support where needed.
- Ensure that on-call and in-hours rosters meet operational requirements.

Operations & Financial Management:

- In partnership with the Operational Manager, develop and implement an operational plan aligned with Western Health's strategic plan and the Operations Directorate business plan.
- Ensure the medical workforce is operating efficiently to meet clinical and financial targets.
- Promote sustainability, accountability, and cost-effective resource use across the division.
- Deliver outcomes identified in the Statement of Priorities agreed between Western Health and the Department of Health.

Quality, Safety & Governance:

- Lead the delivery of Best Care in collaboration with the Divisional Director and Director of Nursing, in line with the National Safety and Quality Health Service Standards.
- Establish governance processes to ensure clinical safety, quality, and continuous improvement.
- Actively participate in or lead clinical incident reviews.
- Ensure adherence to the Statutory Duty of Candour, including leading open disclosure processes.
- Ensure timely, accurate discharge summaries and communication with GPs and other providers to support continuity of care.
- Maintain high standards of documentation, clinical procedure, and medico-legal compliance.
- Support clinical audits, reporting, and regular morbidity and mortality meetings.
- Lead or advise on complex medicolegal matters within the division.
- Review and implement recommendations from oversight agencies (e.g. Coroner, OCP, ACHS).
- Oversee credentialing of medical staff and ensure compliance with regulatory training standards (AMC, PMCV, Colleges).

Education:

- Collaborate with the Director/Coordinator of Training to maintain a high-quality training program.
- Teach and mentor JMS, medical students, and learners from allied health disciplines.

Research:

- Support the Research Leads to foster and implement research initiatives.
- Promote research activity, professional development, and a culture of evidence-informed practice.

Culture:

- Foster a team environment where all staff feel valued and supported to reach their full potential.
- Promote a culture of safety, quality, and wellbeing.
- Provide regular supervision and development support to direct reports.
- Collaborate across divisions to improve workforce engagement and consumer experience.
- Champion wellbeing initiatives aligned with Western Health values and programs such as EMPOWIR.

General Organisational Accountabilities:

In addition to role-specific duties, the Head of Unit is expected to:

- Maintain personal qualifications in line with medical college or regulatory body requirements.
- Comply with financial and administrative policies and systems.
- Maintain accurate and timely clinical and financial records.
- Uphold HR practices in recruitment, supervision, and performance.
- Respond to organisational communication promptly.
- Develop IT competency as needed for clinical and administrative functions.
- Demonstrate professionalism, compassion, and empathy in all interactions.
- Prioritise own wellbeing and seek support when needed.
- Ensure media engagement is authorised and compliant with policies and privacy legislation.

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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 Outcomes

The expected outcomes for this role will be identified in the incumbent's performance plan and should align with Western Health's strategic goals, organisational business plan and directorate business plan, which include:

- Safe and timely consultant cover across hospital psychiatry services
- Effective medical workforce planning and rostering
- Improved discharge communication and GP correspondence
- Timely completion of clinical reviews and incident responses
- High-quality supervision and support for junior medical staff
- Compliance with credentialing, scope of practice, and mandatory training
- Contribution to service improvement, accreditation, and governance standards

A key focus is the delivery of outcomes as identified in the Statement of Priorities as agreed between Western Health and the Department of Health.

Key Challenges of the Position

- Ensure the Division achieves its key quality, performance, fiscal and operational deliverables.
- Lead the Unit to meet organisational priorities, strategic and business plan objectives.
- Ensure delivery of "Best Care" across the Unit and Division.

Key Working Relationships

Internal:

- Clinical Services Director, Mental Health and Wellbeing Services
- Divisional Director, Mental Health and Wellbeing Services.
- Director of Nursing, Mental Health and Wellbeing Services
- Operations Managers, Mental Health and Wellbeing Services
- Director, Medical Workforce Unit
- Director, Office for Research
- Director, Medical Education
- Directors of Training
- Educational Supervisors
- Director, Simulation Program
- Director, Employee Relations, Business Partnerships and Injury Management
- Director, People and Culture Operations and Workforce Systems
- Director Digital Health
- CMIO
- Operational Managers
- Finance Business Analysts
- Senior Medical Staff
- Junior Medical Staff
- Nursing and Allied Health Staff
- Academic Staff

External:

- Department of Health
- Office of the Chief Psychiatrist
- Safer Care Victoria
- Postgraduate Medical Council of Victoria
- Universities

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- Specialty Colleges
- Other health services
- Mental Health and Wellbeing Commission (MHCW)

Key Selection Criteria

Qualifications:

Essential:

- Specialist Medical Registration with AHPRA and appointable as a SMS member at Western Health
- Fellowship of a relevant Australian New Zealand specialty College (FRANZCP)

Desirable:

- Qualifications or demonstrated experience in health service management, hospital psychiatry, consultation-liaison psychiatry, quality and safety, or public mental health leadership.

Technical Skills/Experience:

Essential:

- Relevant clinical and management experience in a tertiary health service.
- Proven leadership of large multi-disciplinary teams.
- Proven leadership skills with the ability to shape future direction of a division within a large organisation.
- Demonstrated experience in the development and implementation of clinical service improvement initiatives.
- Financial management skills with ability to review cost structures and deliver services within budget.
- An understanding of clinical governance, accreditation and clinical risk management processes and the ability to integrate these into a quality and safety program.
- Demonstrated commitment to research, education and training.
- A good understanding of best practice Human Resources and Industrial Relations approaches as related to public hospital medical practitioners, and well-developed negotiation and conflict resolution skills.
- Well-developed communication, interpersonal and teamwork skills, including the ability to foster effective working relationships with a wide range of stakeholders.
- Demonstrated record of valuing, motivating and mentoring staff as a leader and manager.
- Ability to be an effective leader, peer and valued member of Western Health's senior medical leadership by stimulating constructive debate and supporting colleagues to meet organisational objectives.
- Proven ability in building and maintain high-performance teams focused on achieving strategic outcomes.
- Ability to translate Western Health's strategic plan into practical outcomes at a divisional level.

Desirable:

- Postgraduate qualifications in health service management, management or business (desirable)
- Higher research degree (desirable)

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.
- Extended work hours will be required in some circumstances and participation in on-call roster.
- 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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