

POSITION DESCRIPTION

Position Title:	Allied Health Team Leader (AHTL)
Business Unit/Department:	Sunshine Mental Health and Wellbeing Centre (SMHWC)
Division:	Western Health Mental Health Division
Award/Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2016–2020
Classification:	Psych Services WOCA (77) YC46-YC49- SNR Psychologist (PL3)
Reports To:	Program Managers (Unit 2 & 3)
Direct Reports:	Allied Health Team members
Date Prepared/Updated:	19 September 2025

Position Purpose

The Sunshine Mental Health and Wellbeing Centre Allied Health Team Leader is an operational leadership role, with the primary function to work closely with the Program Managers to provide operational support and clinical leadership to the IPU (Inpatient Unit's) team on Unit 2 and Unit 3. The role of the Allied Health Team Leader (SW3/OT3/PL3) has a specific focus on operational and clinical support of the allied health workforce; and to provide senior clinical expertise to SMHWC team in review and planning of complex care for consumers, reducing restrictive interventions, and service improvement and development. The Allied Health Team Leader, working in partnership with the Nursing Team Leader, supports the Program Managers to ensure the safety and quality of services delivered by the IPU teams. This includes reviewing and responding to RiskMan incidents, leading consumer and carer feedback processes, and identifying opportunities for improvement or risk reduction. The Team Leader also works collaboratively with the clinical team to implement and action these improvements.

The role involves responsibility for day-to-day operational tasks related to the Allied Health workforce on Unit 2 and 3, such as maintaining rosters and roster-on, recruitment activities, orientation, well-being support, professional development and performance management activities, clinical problem-solving support, and chairing local IPU meetings and reflective practice. The Allied Health Team Leader is a member of the multi-disciplinary health care team and is accountable for effective clinician care commensurate with their advanced clinical skills and who strives to deliver Best Care to consumers and their families. This also includes participation in service improvement activities.

The OT3/SW3/PL3 fulfils the roles and responsibilities of the Team Leader role whilst demonstrating expert knowledge and skills. The Allied Health Team Leader is an integral member of the multi-disciplinary team, assisting the Program Managers in the course of their duties to ensure efficient operation of the Allied Health team within the wider SMHWC inpatient mental health clinical environment. The clinician works within the professional standards, codes and behaviours as legislated through the Health Act, relevant professional bodies, and WH Health Policy, Standards and Practice Guidelines. The AHTL must have knowledge of the administrative operation of the department and be involved in the delivery of direct consumer care.

Our Vision

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

Business Unit Overview

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 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 across a number of 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.

Key Responsibilities

Workforce

- Produce rosters to ensure adequate staffing levels and effectively work with Program Manager's to manage all aspects of leave including but not restricted to, annual, long service, personal leave and Accrued Days Off.
- Provide introduction to medical/nursing staff regarding roles of allied health team.
- Provide wellbeing support to individual staff or in multidisciplinary group forums (such as reflective practice).
- Provide advice and assistance to all clinical staff in regards to problem solving workflow/clinical practice issues.
- With the Program Managers address performance issues of allied health and peer staff (when required). Ensure action is taken where clinical risk or non-compliance with clinical practice is identified.
- Promote and support the professional development of staff and provide operational and clinical supervision of members of the allied health team.
- Undertake workforce planning with Program Managers including People and Culture liaison and complete Performance Development Plans.
- Provide operational support to Program Managers by leading recruitment to Allied Health roles, including but not limited to, reviewing and updating position descriptions, raising recruitment requests, scheduling interviews, conducting reference checks, onboarding and orientation processes.
- Coordinate or facilitate monthly education sessions for all staff in relations to interventions within the scope of Allied Health staff (e.g., sensory modulation, consumer engagement strategies, family work).
- Share responsibility in managing staff wellbeing initiatives, such as joint debriefs after incidents.
- Act as the primary contact for reviewing, coordinating, and responding to consumer and carer feedback within the unit.
- Collaborate with the senior leadership team to draft and distribute the monthly unit newsletter.
- Collate, analyse, and present unit-based KPIs through clear reporting and data visualisation.

Service Improvement

- Initiate, lead, and support appropriate continuous improvement activities/projects. In collaboration with Area Discipline Seniors/Program Managers, promote constructive interactions with universities and foster a culture of research and innovation in the units.
- Conduct investigations and reviews of all consumer falls, ensuring that incident reports are completed and responded to in a timely manner.

Education

Our Vision

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

- Coordinate Allied Health student placements, and encourage and support the unit's to provide supportive and rewarding clinical placement experiences for undergraduate, graduate and postgraduate students.

Consumer and Carer participation

- Manage local consumer and carer feedback responding to consumers and carers, ensuring feedback is registered in Riskman feedback module and lead the response to close the feedback.
- Act as primary contact for consumer advocacy services (IMHA, VMIAC, etc.).
- Participate actively in Clinical Review Meetings, ensuring that the multidisciplinary team are actively involved in care planning.
- Monitor and manage the allocation of work to the team ensuring high standards of care and safety apply to all the team practices.
- Alert staff of policy and procedure updates as required.
- Participate in review of service standards of care through participation in Detailed Event Summaries (where required).
- With an Allied Health lens review and ensure compliance with NSQHS standards.

Clinical Leadership

- Lead practice portfolios of Safety & Inclusion, Family & Carers, Activity & Participation, and Consumer & Carer Participation; including maintenance of TOR, agenda, minutes, and activity tracking.
- Participate and/or co-ordinate case conference planning with internal and external services as required.
- Participate in local and network service improvement/operational committees and working parties, and ensure all recommendations are implemented at local level.
- Attend and/or chair local team meetings (Leadership meeting, Allied Health Meeting).
- 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:

SMHWC Program Manager, SMHWC Peer Team Coordinator and Manager, Social Workers, Occupational Therapists, Psychologists, Consumer & Carer Peer Support Workers, Senior nurses RPN4 (Transition Coordinator, Nursing Team Leader), Clinical Nurse Consultant RPN5, Clinical Nurse Educators, Psychiatrist Consultant and Registrars.

External:

Area Senior Allied Health, Consumer and Carer Consultants, families and carers, Clinical seniors (Other IPU, CCU, AMHRU, Community Teams, PARC, Emergency Mental Health, HOPE, SUMITT, Service Australia, Melbourne City Mission, AMP employment services), relevant Community Services, Alcohol and Other Drug services, Western Hospital Allied Health leadership.

Selection Criteria

Essential

- Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts.
- Excellent interpersonal and communication skills, able to effectively manage conflict
- Demonstrated ability to work collaboratively and demonstrated leadership qualities.
- Leadership competencies - ability to chair meetings, problem solve and provide clear advice to the team and stakeholders.
- High level skills in comprehensive assessment and discharge planning.

Our Vision

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

- Knowledge of the theory and principals of professional supervision.
- Extensive experience in providing professional supervision and professional development to staff.
- Commitment to continued professional development.
- Ability to manage a demanding workload, and effectively prioritise tasks.
- High level skills in Microsoft Office suite of programs.
- At least 7 years clinical experience as a Social Worker or Occupational Therapist in public mental health services.
- Possess sound understanding of relevant legislation and practice frameworks relating to mental health acute practice including but not limited to: Family violence practice, including but not limited to the Family Violence Information Sharing Scheme (FVISS), Child Information Sharing Scheme (CISS) and the Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM).
- Single Session Family Consultation Safety and Inclusion initiatives.
- Recovery oriented practice.

Desirable Experience and Personal Attributes

- Current Driver's License
- Self-Motivated
- Broad systems and innovative thinking
- Ability to influence others
- Mindful observation
- Timely informed decision making
- Collaborative approach
- Confidence in own ability
- Embraces self-growth and continual learning.
- Adaptable, flexible and persistent as required
- Effective delegator
- Resilience

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: Mental Health and Wellbeing Act 2022, 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 with regard to the sharing of health information.

Our Vision

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

- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.
- Work at any of the Western Health sites as directed, in accordance with business and organisational demands and priorities.

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.](#)

Our Vision

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