



Health

Western NSW Local Health District

ROB POSITION DESCRIPTION TEMPLATE: May 2021

Fields marked with an asterisk () are mandatory.*

Position Description Title: *	Allied Health Manager		
Award: *	Multiple awards?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No please enter 'x' as applicable
	Allied Health Award 7		
Position Classification: *	Counsellor Lvl 7 Gde 1, Dietitian Lvl 7 Gde 1, Occupational Therapist Lvl 7 Gde 1, Physiotherapist Lvl 7 Gde 1, Sexual Assault Worker Lvl 7 Gde 1, Social Worker Lvl 7 Gde 1, Speech Pathologist Lvl 7 Gde 1, Welfare Off Lvl 7 Gde 1		
Job Category: *	<i>This will be completed by Recruitment Unit – dependent on mapping</i>		
Job Classification: *	<i>This will be completed by Recruitment Unit – dependent on mapping</i>		
Does this role manage others? *	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No please enter 'x' as applicable	If yes, how many FTE?	
Does this role supervise others? *	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No please enter 'x' as applicable	If yes, how many FTE?	
Primary purpose of the role: * <i>(Summarise in 1 sentence only. It may be useful to complete the key accountabilities first, then summarise these for the purpose)</i>	The purpose of this role is to provide operational, strategic, professional and clinical leadership to Physiotherapy, Dietetics, Speech Pathology, Occupational Therapy, Mid Western Brain Injury Team and Social Works teams based at Bathurst Health Service.		
Key Accountabilities: * <i>5-10, high level summary accountabilities (not specific tasks). These need to be outcome focused- including the intended outcome of the activity. For example: Contribute to quality activities within the department, to ensure ongoing improvement in</i>	<ul style="list-style-type: none"> • Provide strategic direction and leadership regarding the delivery of high quality efficient and contemporary Physiotherapy, Dietetics, Speech Pathology, Occupational Therapy, Mid Western Brain Injury Team and Social Works teams based at Bathurst Health Service. • Be accountable for the management of human, physical and financial resources for the teams and to promote efficient service delivery. • Lead the operationalisation of strategic initiatives within the teams to contribute to achievement of the District, State and Commonwealth priorities at Bathurst Health Service. • Lead and oversee the maintenance and monitoring of clinical and workforce governance mechanisms to promote professional growth and high performance across the teams. 		

<p>service provision.</p>	<ul style="list-style-type: none"> • Provide expert advice to Bathurst Health Service Executive on matters relating to clinical and workforce governance to facilitate timely and effective resolution of issues. • Lead and support the achievement of National Safety and Quality Health Service Standards within Bathurst Health Service. • Lead and promote quality and safety of services by promoting a culture of quality improvement and research, and ensuring appropriate clinical supervision and support is utilised by all members of the teams. • Demonstrate leadership and promote accountability, performance, people management and a positive workplace culture throughout the team. 	
<p>Key Challenges:</p> <p><i>Max 3. Can leave blank if no significant challenges.</i></p> <p><i>Do not put accountabilities here.</i></p> <p><i>For example: Prioritising tasks is an accountability. Prioritising tasks in a high-volume work area or given multiple competing demands is a challenge.</i></p>	<ul style="list-style-type: none"> • To develop and lead, in an environment of constant change, a positive culture within the team, and to promote improvement in the quality and efficiency of services provided and the patient / client experience. • Supporting staff to manage time and prioritise the clinical, operational and strategic workload within finite resources to ensure the delivery of optimum standards of care that meet patient/client needs and expectations. • Managing a complex and diverse team of clinicians with broad scope of practice. 	
<p>Key Relationships:</p>	<p>Bathurst Health Service Transformation Lead and General Manager (GM)</p>	<p>Reports to the Service Transformation and General Manager</p>
	<p>BHS Executive</p>	<p>Supporting relationship with Executive leadership and heads of department</p>
	<p>Allied Health Heads of Department Physiotherapy, Dietetics, Speech Pathology, Occupational Therapy, Mid Western Brain Injury Team and Social Works teams based at Bathurst Health Service.</p>	<p>Provision of clinical leadership and operational management; clinician engagement and collaboration regarding patient care to support the delivery of best practice patient centred care.</p>
<p>Selection Criteria: *</p> <p><i>Consistent with the capability framework, where applicable (maximum 8 for individual PDs or 7 for templates, to allow for at least one additional selection criteria with the recruitment process)</i></p> <p><i>Cannot include desirable criteria or willingness to undertake education/ obtain a qualification.</i></p> <p>Additional Selection Criteria: <i>(when added together with above</i></p>	<ol style="list-style-type: none"> 1. Qualified Allied Health Professional with current AHPRA registration or eligibility for professional membership with the relevant National body should the profession not be registered with AHPRA. 2. Demonstrated recent relevant leadership experience with proven ability to develop and maintain a competent and cohesive clinical team incorporating different disciplines and occupational groups. 3. Demonstrated capacity to lead a multidisciplinary team within a complex environment evidenced through the use of highly developed interpersonal, negotiation, advocacy and 	

<i>criteria, must not exceed 8)</i>	communication skills.
	4. Demonstrated ability to manage human, financial and physical resources effectively and efficiently to meet budget and performance targets
	5. Understanding of and commitment to the effective and meaningful engagement of clinicians in the decision making process that impacts on positive patient outcomes.
	6. Demonstrated ability to identify and analyse clinical service and lead the implementation and evaluation of evidence based best practice and contemporary models of care within Allied health Services.
	7. Licence to drive in NSW with the ability to travel for work, including rare overnight stays.
Other Requirements: <i>This statement is standard for all templates – do not edit</i>	<p>The role and its responsibilities are to be carried out in a manner that is consistent with all relevant delegations, policies and procedures, at both the WNSWLHD and NSW Health levels.</p> <p>Consistent with this, all employees are:</p> <ol style="list-style-type: none"> 1. Expected to model the NSW Health values and ensure all workplace conduct aligns with these values and the NSW Health Code of Conduct. 2. Required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health Safety policy/procedure. 3. Expected to provide safe, high-quality healthcare and services, identify and manage clinical risk as applicable to the role, and participate in continuous improvement activities, in line with WNSWLHD's strong commitment to quality and safety.

Capabilities for the Role

Place an 'x' in the appropriate level for each capability accordingly.

Capabilities are the underlying skills, knowledge and behaviours which are necessary to perform a particular type or level of work. The NSW Public Sector Capability Framework has been used identify the capabilities required for this role and the level descriptors have been provided for the focus capabilities. The **focus** capabilities are those for which an employee assigned to the role must demonstrate immediate competence, that is, from day one of engagement. Please refer to www.psc.nsw.gov.au/CapabilityFramework

The focus capabilities and capability levels must be applied in alignment with the Comparison Guide. If you are not familiar with the Capability Framework, please complete this section in collaboration with your HR Partner or Working Group Lead.

Capabilities <i>(Make focus capabilities bold below. There must be at least one focus capability from each of the 4 or 5 sections) HM2:5-8</i>	Foundational HM2: 2-6	Intermediate HM2: 8-14	Adept HM2: 1-7	Advanced
Display resilience and courage			X	
Act with integrity				X

Manage self			X	
Value diversity			X	
Communicate effectively				X
Commit to customer Service			X	
Work collaboratively			X	
Influence and negotiate			X	
Deliver results				X
Plan and prioritise			X	
Think and solve problems			X	
Demonstrate Accountability				X
Finance			X	
Technology			X	
Procurement and Contract Management		X		
Project Management		X		

<i>The following capabilities are only required for roles which supervise/manage others</i>				
Manage and Develop People			X	
Inspire Direction and Purpose				X
Optimise Business Outcomes				X
Manage Reform and Change			X	

Job Demands Checklist

Physical Demands	Frequency (Infrequent, Occasionally, Frequent, Constant, Repetitive, Not Applicable)
Sitting - remaining in a seated position to perform tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Infrequent
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Occasionally
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Infrequent
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling - remaining in a kneeling posture to perform tasks	Not Applicable
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Infrequent
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Infrequent
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Infrequent
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Infrequent
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Not Applicable
Reaching - Arms fully extended forward or raised above shoulder	Infrequent
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Not Applicable
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Not Applicable
Hand & Arm Movements - Repetitive movements of hands and arms	Frequent

Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Infrequent
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving – operating any motor-powered vehicle	Frequent
Sensory Demands	Frequency (Infrequent, Occasionally, Frequent, Constant, Repetitive, Not Applicable)
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Frequent
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Frequent
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Not Applicable
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Not Applicable
Touch - Use of touch is an integral part of work performance	Not Applicable
Psychosocial Demands	Frequency (Infrequent, Occasionally, Frequent, Constant, Repetitive, Not Applicable)
Distressed People - e.g. Emergency or grief situations	Infrequent
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	Infrequent
Unpredictable People - e.g. Dementia, mental illness, head injuries	Infrequent
Restraining - involvement in physical containment of patients / clients	Not Applicable
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	Not Applicable
Environmental Demands	Frequency (Infrequent, Occasionally, Frequent, Constant, Repetitive, Not Applicable)
Dust - Exposure to atmospheric dust	Infrequent
Gases - Working with explosive or flammable gases requiring precautionary measures	Infrequent
Fumes - Exposure to noxious or toxic fumes	Infrequent
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not Applicable
Hazardous substances - e.g. Dry chemicals, glues	Not Applicable
Noise - Environmental / background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting - Risk of trips, falls or eyestrain	Not Applicable
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures - Environmental temperatures are less than 15c or more than 35c	Not Applicable
Confined Spaces - areas where only one egress (escape route) exists	Occasionally
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Not Applicable
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Not Applicable