



**PORTLAND**  
DISTRICT HEALTH

## POSITION STATEMENT

<b>POSITION TITLE:</b>	<b>Chief, Allied Health</b>
<b>CLASSIFICATION:</b>	Chief or Senior dependent on experience & qualifications
<b>AWARD:</b>	Dependent on qualifications – Allied Health Professional
<b>SALARY:</b>	Dependent on Qualifications and Experience
<b>HOURS &amp; CONDITIONS:</b>	0.5 – 1.0 EFT (to be negotiated)
<b>DIVISION:</b>	Primary & Community Health
<b>RESPONSIBLE TO:</b>	Director Primary & Community Health

### Principal Objective

The person in this position will oversee and manage the operational functions of all Allied Health Professionals within the Allied Health department including Dietetics, Podiatry, Speech Therapy, Occupational Therapy, Physiotherapy, Exercise Physiology, Social Work, Psychology, Mental Health Nursing, Allied Health Assistants and Reception Allied Health.

The Manager, Allied Health:

- Provides leadership for Allied Health Professionals across Portland District Health – primary, community, acute and subacute & aged care
- Provides Allied Health professional governance and accountability within PDH
- Functions as the principle reference point within PDH for direction and planning on issues pertaining to Allied Health professions
- Participates as a member of the managers team in leadership and direction of PDH

### Key Selection Criteria

- Allied Health discipline qualification and professional registration or, where registration does not exist, membership or eligibility for practising membership of relevant peak professional body/association.
- Experience as an Allied Health department manager
- Demonstrated high level leadership skills
- Broad knowledge of current health system related issues with particular reference to Allied Health, and demonstrated ability to provide broad strategic advice
- Excellent interpersonal, communication, consultation and negotiations skills
- Demonstrated high level written communication skills with the capacity to produce comprehensive reports, plans and briefings

- Demonstrated skill in the analysis of complex issues and formulating new approaches.
- Proven ability to successfully manage organisational change and improvement & evaluation

### **Key Performance Indicators**

- Under the direction of the Director Primary & Community Health provide coordination and leadership of services in line with the Portland District Health Strategic and Operational Plan.
- Be responsible for day to day operational management of the Allied Health department.
- Ensure safe, timely, appropriate and coordinated services.
- To advise DPCH of issues relating to or causing adverse outcomes to strategic directions.
- To build capacity and team work within the various functions of the team.
- To represent Allied Health PDH as requested by Director Primary & Community Health.
- Ensure service provision is within budgetary allocation and targets assigned by funding bodies such as the Department of Health Victoria.
- Support continuous quality improvement and risk management process according to Portland District Health Policy.
- Consult and collaborate with community partners and consumers to enhance client centered care

### KEY EFFECTIVENESS AREAS

#### **Planning & Policy**

- Contribute to the development of the Primary & Community Health Annual Business Plan.
- To investigate gaps in resources and service provision and recommend appropriate actions to meet requirements.
- Support an evidenced-based approach to clinical care.
- Plan, implement and evaluate care with other team members.
- Be accountable for the standards of clinical care within the team.
- Maintain continuity of care through ensuring the development and sharing of individual care plans.
- Develop and implement policies and procedures and recommend changes where appropriate.

#### **Improving Performance**

- Develop a culture within the team of continuous improvement and achievement of excellence in service delivery.
- Act as a resource person encouraging leadership, improvement, accountability and problem solving amongst the team.
- Provide advocacy and support for clients and staff.
- Ensure the team always operates at best practice levels through commitment to ongoing professional development, networking, supervision and membership of relevant professional bodies.
- Implement annual quality improvement plans and activities in accord with Portland District Health.
- Provide advice on workforce or workplace issues, with respect to policies and legislations pertaining to Allied Health, to facilitate informed decision making as required
- Collaborate with the DPCD to continuously develop the allied health workforce and services and contribute system initiatives through participation in committees and working parties.
- Develop and maintain collaborative relationships with key stakeholders including public and private sectors, universities, communities, management and staff at PDH.
- Ensure professional practice and clinical best practice standards are maintained for Allied Health disciplines, by overall coordination of clinical governance, safety and quality improvement practices, methods of professional accountability and professional supervision.

#### **Information Management**

- Maintain rosters, worksheets, records and reports as required by the organisation.
- Prepare, research, write and evaluate reports/submissions as directed.

- Oversee regular collection and reporting of statistical and other data with effective and efficient administrative systems.

### **Human Resource Management**

- Ensure that performance appraisals are performed in a timely manner for all department staff.
- Directly supervise staff providing regular, timely and direct supervision to staff in line with current service operational plans and key result areas. This position will have line authority over nominated positions.
- Build capacity and team work.
- Ensure Equal Opportunity Legislation practice and procedures are implemented consistently and fairly in relation to the recruitment and selection, training and other human resource management issues.

### **Financial Performance**

- Monitor the budget for the Allied Health Services.
- Report any significant budget deviations and recommend strategies to address deviations.
- This position will have the authority to authorise expenditure within Portland District Health Delegation of Authority.
- Recommend and support opportunities for funding in line with strategic directions.

### **Client Centred Care**

- Ensure professional conduct at all times, responding effectively and appropriately to the needs of the client/patient and their family
- Ensure the model of care is client centered at all times working with the client/patient with focus on the Active Service Model
- Strict adherence to confidentiality requirements and privacy legislation.

### **Occupational Health & Safety, Infection Control**

- Carry out their duties in a manner which does not adversely affect their own health and safety, or that of others.
- Ensures that management responsibilities for staff management, including OHS, EEO and employee relations are adhered to.
- Cooperate with measures introduced in the interest of health & safety and infection control.
- Work within the policies, procedures and guidelines of Portland District Health.

---

Name of Employee

---

Signature of Employee

---

Date

---

Signature of Manager

---

Date