

## Employee Position Description

Position Details		
<b>Position Title:</b> Manager Podiatry, Dietetics and Diabetes Nurse Education	<b>Department:</b> Allied Health	<b>Agreement:</b> Victorian Stand Alone Community Health Services (Health and Allied Health Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011-2015
<b>Reports To:</b> Senior Manager Allied Health	<b>Location:</b> Working across all sites as required with majority of days distributed across Doncaster/Hawthorn/Richmond	
<b>Direct Reports:</b> Podiatry, Dietetics and Diabetes Nurse Education Teams	<b>Employment Status:</b> Permanent Part Time 0.9EFT	<b>Classification:</b> Grade 6
Position Primary Purpose		
<p>Provide effective operational management and clinical and professional leadership of a multi-disciplinary team to ensure the delivery of coordinated, high quality and innovative services to clients residing in the Cities of Boroondara, Manningham and Yarra in Melbourne Victoria. The position promotes collaborative relationships in the coordination of service delivery and driving client centred, goal oriented outcomes alongside the promotion of wellness and reablement.</p>		
Decision Making Authority	Key Relationships	
<b>Decisions made independent of Manager</b> <ul style="list-style-type: none"> <li>Rostering of staff to meet operational needs</li> <li>Decisions as per the AccessHC Delegation framework</li> </ul>	<b>Internal</b> <ul style="list-style-type: none"> <li>Senior Manger Allied Health</li> <li>Mangers in Allied Health</li> <li>Manager Access and Coordination</li> <li>Manager Medical</li> <li>Access Health &amp; Community GPs</li> <li>Manager Mental Health</li> <li>Senior Manager Mental Health &amp; AOD</li> <li>Senior Manager Community</li> <li>Manager Carer Support</li> <li>Manager Quality</li> <li>Data Management Officer</li> <li>Manager Finance</li> <li>Marketing</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>External GP Referrers</li> <li>IDEAS Clinic Project Co-ordinator Eastern Health</li> <li>Allied Health Managers and Teams of local partner health organisations – Community and Acute.</li> </ul>

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Key Accountabilities	
Focus Areas	Responsibilities
<b>Recruitment and Selection</b>	<ul style="list-style-type: none"> <li>• Assist Senior Manager to develop business case for Recruitment as required.</li> <li>• Develop advertising, determine appropriate placement, respond to recruitment enquiries and personally contact unsuccessful applicants who have made it to the interview round in order to attract the highest quality applicants and ensure the organisation is favourably presented throughout the recruitment process.</li> <li>• Conduct reference checks at least a portion of which must be a verbal check to ensure nuances which may be missed in written references and any probing to clarify is performed in a timely manner.</li> <li>• Other components as per AccessHC Recruitment and Selection Policy and Procedure.</li> </ul>
<b>Program Delivery &amp; Development</b>	<ul style="list-style-type: none"> <li>• Takes responsibility for accurate, timely work results.</li> <li>• Understands the interdependencies between departments.</li> <li>• Knowledge of funding streams and regulations/legislation applicable in the community health setting.</li> <li>• Provides leadership to ensure effective and efficient departmental and organisational communication strategies in order to coordinate, represent, advocate and provide advice on professional standards, strategic directions and service development, service needs and initiatives.</li> <li>• Strives to develop client centred, goal directed programs and outcomes with multidisciplinary components as required.</li> <li>• Conduct ongoing service analysis and work with the Senior Allied Health Manager to develop workforce and program plans to maximise operational performance including the development of new funding streams where applicable.</li> <li>• Actively seek opportunities to foster a growth culture with external stakeholders and develop the reputational strategy of the department contribute to that of AccessHC.</li> <li>• Uses high-level communication skills to optimise organisational, staff and client outcomes applying professional judgement, conflict resolution and negotiation skills where necessary.</li> <li>• Have a demonstrated application of contemporary infection control standards and practices.</li> <li>• Ability to lead quality improvement activities.</li> </ul>
<b>Assist Senior Manager with Development of Budget and Manage Performance in line with Budget</b>	<ul style="list-style-type: none"> <li>• Work with the Senior Allied Health Manager to proactively monitor, measure and report on podiatry, dietetics and diabetes nurse education team financial and performance data.</li> <li>• Seek growth in clinical and business opportunities based on same to inform budget process and business case development for any service expansion.</li> <li>• Effective reporting, administration and control of allocated human, physical and financial resources to inform budgets using contemporary business management principles.</li> </ul>

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<b>Staff and Self-Management and Development</b>	<ul style="list-style-type: none"> <li>• Develop and review staff KPIs and ensure equitable workload allocation including monitoring and managing staff workloads and matching professional skill mix to meet service demands.</li> <li>• Provide, coordinate and monitor orientation, performance appraisal and development, mentoring, professional and peer supervision and continuing professional development of the team.</li> <li>• Identifies personal development needs and seeks information from a range of sources.</li> <li>• Manages own workload to deliver results.</li> <li>• Takes responsibility for ensuring productive, efficient teamwork</li> <li>• In consultation with Senior Manager Allied Health develops own work development plan.</li> </ul>
<b>AccessHC Values</b>	<ul style="list-style-type: none"> <li>• Through actions and behaviour, demonstrate AccessHC Values of; <b>Equity, Collaboration, Integrity, Accountability, Innovation</b> and <b>Excellence</b>.</li> </ul>
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>• Act in accordance with AccessHC's policies, procedures and code of conduct.</li> <li>• Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position.</li> <li>• Participate in mandatory training requirements to support the delivery of a safe and effective service.</li> <li>• Oversee professional governance for the podiatry, dietetics and diabetes nurse education team to ensure maintenance of professional and organisational standards in consultation with relevant stakeholders.</li> <li>• In consultation with relevant stakeholders, ensure that allied health service providers work within approved scope of practice.</li> <li>• Participate in professional supervision as appropriate.</li> <li>• Ability to make a contribution towards effective risk management.</li> <li>• Take personal responsibility for the quality and safety of work undertaken.</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Act in accordance with health and safety policies and procedures at all times.</li> <li>• All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.</li> <li>• Treat others with respect and always behave professionally and in accordance with the AccessHC Code of Conduct.</li> </ul>
<b>Project Participation, Management &amp; Delivery</b>	<ul style="list-style-type: none"> <li>• Participation and leadership in additional projects and tasks and membership on Access Health &amp; Community and relevant external of committees as mutually agreed.</li> </ul>

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Selection Criteria	
<p><b>Standard selection criteria items</b></p> <ul style="list-style-type: none"> <li>• Police Check</li> <li>• Working With Children Check</li> <li>• Driver's Licence</li> </ul> <p><b>Qualifications, registrations and experience</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification in an Allied Health discipline</li> <li>• Professional Registration with AHPRA</li> <li>• Experience in a management or leadership role within a large complex health care setting/organisation – public or private</li> <li>• Proficiency in Microsoft Office and relevant software applications</li> </ul>	<p><b>Key skills and attributes</b></p> <ul style="list-style-type: none"> <li>• High level communication and interpersonal skills</li> <li>• Experience and proficiency in continuous quality improvement methodology and principles</li> <li>• Effective time management and prioritisation skills</li> <li>• Well-developed presentation and report writing skills</li> <li>• High level of accuracy and attention to detail</li> <li>• Effective financial management skills</li> <li>• Strong analytical and problem solving skills</li> <li>• Demonstrated ability to work in a team environment</li> <li>• Demonstrated ability to lead a multidisciplinary team</li> <li>• Demonstrated behaviours consistent with AccessHC values</li> </ul>
<p><i>AccessHC is a Child Safe Organisation.</i></p> <p><i>AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.</i></p> <p><i>Access Health and Community is a provider of disability services. Successful applicants will be required to undertake a Disability Worker Exclusion Scheme and if necessary, an International Police check prior to any appointment</i></p>	

Authorisations	
<p><b>Manager Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b>    /    /</p>	<p><b>Manager Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b>    /    /</p>

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