

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Deputy Manager - Occupational Therapy
Position Number:	517479
Classification:	Allied Health Professional Level 4
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals North West – Mersey Community Hospital
Position Type:	Permanent, Full Time
Location:	North West
Reports to:	Manager - Occupational Therapy Services
Effective Date:	August 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Registered with the Occupational Therapy Board of Australia Current Working with Children Registration <i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i>
Desirable Requirements:	Current Driver's Licence Post graduate qualifications relevant to the delivery of Occupational Therapy services

Position Features: Occupational Therapy Services are delivered from 3 core sites within the North West. These are: Devonport Community and Health Services Centre, Mersey Community Hospital and North West Regional Hospital

It is expected that the incumbent will travel within the North West Region of Tasmania as required. Travel throughout the state, including King Island may also be necessary at times

Clinical caseload is negotiable on the basis that it supports the scope and priorities of the Mersey Community Hospital and the North West

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Assist the Manager - Occupational Therapy Services in leadership, coordination and administration of the overall Occupational Therapy service for the North West.

Provide advanced clinical services in accordance with organisational policies and professional code of conduct, for clients requiring specialty services compatible with the scope of the Mersey Community Hospital Occupational Therapy Service.

In consultation with the Manager - Occupational Therapy Services, coordinate Occupational Therapy Services specific to the Mersey Community Hospital site in accordance with area wide governance arrangements.

Duties:

1. Provide leadership to other therapists through role modelling, mentoring, training and supervision.
2. Provide Occupational Therapy services at an advanced level for clients referred to the Mersey Community Hospital Occupational Therapy Service.
3. Caseload is negotiable on the basis that it supports the scope and priorities of the Mersey Community Hospital and the North West.
4. Assume the responsibilities of the Manager - Occupational Therapy Services during periods of absence.
5. Actively promote a learning culture through participation in research, including leadership of quality improvement projects relevant to the scope and priorities of the service, and managing supervision and training systems for the service.
6. Communicate at an advanced level with a wide variety of clients and colleagues to effectively manage clinical issues independently, and manage human resources according to Agency standards.
7. Provide effective clinical and organisational activity reports to management as appropriate.
8. Actively promote a safe workplace through managing risks, managing the mandatory training program for the service, and conducting routine audits.
9. Promote Occupational Therapy to colleagues, members of the community and students, including management of the student placement program for the service.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Deputy Manager - Occupational Therapy reports to the Manager - Occupational Therapy Services and is required to demonstrate considerable initiative, innovation, flexibility and professional judgement to ensure that services are delivered to clients in a manner that is consistent with expectations. The occupant of this role is expected to maintain advanced Occupational Therapy skills at a level sufficient to provide leadership to other therapists and is responsible for:

- Supporting the Manager - Occupational Therapy Services in the coordination and management of the service.
- Complying with practicing requirements of the Occupational Therapy Board of Australia and for working within agency policies and procedures.
- Working in collaboration with the Manager - Occupational Therapy Services, demonstrating a commitment to the development of an area wide service in a team leadership structure offering clinical rotation through diverse areas of practice.
- Exercising reasonable care in the performance of duties consistent with workplace health and safety requirements.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participating in and contributing to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated expertise and extensive experience in a relevant area of Occupational Therapy.
2. Highly developed communication and organisational skills relevant to the effective management of complex clinical cases, leadership of small teams, provision of effective reports and ability to thrive in a changing workplace.
3. Proven commitment to maintaining advance clinical skills and theoretical knowledge and a passion for imparting these to colleagues through strategies appropriate to rural practice.
4. Proven commitment and enthusiasm to achieving excellent outcomes for clients and the profession of Occupational Therapy through experience in successfully leading quality improvement projects, research, and innovative practice.
5. Ability to backfill the Manager - Occupational Therapy Services, requiring a working knowledge of relevant human resource and financial management principles/legislation.
6. Demonstrated knowledge of, and commitment to, Occupational Health & Safety and Workplace Diversity, and an ability to apply this knowledge to practice.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).