

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Allied Health Lead Policy and Projects
Position Number:	527434
Classification:	Allied Health Professional Level 4
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Clinical Quality, Regulation and Accreditation
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Deputy Chief Allied Health Advisor
Effective Date:	June 2024
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Satisfactory completion of an appropriate allied health professional course of study at a recognised tertiary institution and registered with the relevant National Board or, in the case of self-regulated allied health professions, eligible for membership with the relevant professional association.</p> <p><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></p>
Desirable Requirements:	<p>Relevant postgraduate qualifications</p> <p>Current Driver's Licence</p>
Position Features:	Some intrastate travel may be required

Note: 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:

The Allied Health Lead Policy and Projects:

- Is responsible for leading the development, implementation, evaluation and monitoring of allied health education, training and workforce development strategies and initiatives across the Department of Health and other agencies in partnership with key stakeholders. The role will research and investigate allied health education, training and workforce development issues and provide advice to inform strategic workforce policy and solutions.
- Works to establish and promote a positive culture of being a learning organisation and build capacity and capability in the allied health workforce through education, training, and workforce development.

Duties:

1. Lead the development, implementation, evaluation and monitoring of allied health professional education, training and workforce development strategies and initiatives for the Department of Health and other agencies in partnership with key stakeholders.
2. Work collaboratively with Department of Health allied health managers and other agencies to identify key education, training and workforce development issues and priorities to address through capacity and capability building strategies and initiatives.
3. Lead the development, implementation, evaluation and monitoring of high quality, evidence-based resources to support the allied health workforce including strategies, frameworks, policies, protocols, and guidelines.
4. Formulate strategic allied health workforce advice based on research, critical thinking, and analysis, including assessment of risks, options and recommendations and develop high-level reports, briefings, submissions, and discussion papers to inform decisions.
5. Develop and maintain strong linkages with the University of Tasmania and other educational institutions and promote a learning organisational culture by building capacity and capability for allied health services across agencies to support pre-entry student placements and early career allied health professionals.
6. Develop and maintain productive networks with allied health managers and staff, other agencies, universities, and external professional bodies to lead the development, implementation, evaluation and monitoring of interdisciplinary education, training, professional development, and research opportunities.
7. Represent the unit at statewide/local meetings and key working parties/groups and provide expert advice on workforce strategies, policy development and improvement initiatives for allied health education, training, and workforce development.
8. Lead the development, implementation, evaluation, and monitoring of allied health teaching and training activity, including key performance indicators and activity data, in consultation with key allied health and other stakeholders.
9. Actively participate in and contribute 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.
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 Allied Health Lead Policy and Projects is required to work autonomously under broad direction from the Deputy Chief Allied Health Advisor and is expected to exercise a significant degree of independent professional judgement and professional knowledge to determine overall strategies, priorities, work standards and to resolve more novel, complex and critical problems, and issues. The occupant is responsible for:

- Developing, maintaining, and operating with a statewide and or whole of government focus.
- Providing authoritative advice and recommendations to the Deputy Chief and Chief Allied Health Advisors and other committees/working groups as required in relation to allied health education, training, and strategic workforce issues.
- Building and maintaining productive networks and linkages with internal and external stakeholders.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise 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.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

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 extensive knowledge, expertise, and experience in allied health policy development and project management.
2. Highly developed communication and negotiation skills, together with experience developing, managing and maintaining collaborative stakeholder networks, and the ability to work collaboratively with key stakeholders to achieve common objectives.
3. Demonstrated leadership skills and the ability to work as part of a team to lead multiple, competing priorities within set timeframes in an environment of work pressures and change.
4. Sound knowledge of contemporary health system and workforce issues, and their impact on the knowledge and skill requirements of the allied health professional workforce.
5. Demonstrated skills in research, critical thinking and analysis to support the development of high-quality, evidence-based allied health policy and workforce development initiatives.

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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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 | Tasmanian Department of Health](#).