

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Allied Health Professional - Reform Implementation
Position Number:	526209d
Classification:	Allied Health Professional Level 4
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Community, Mental Health and Wellbeing – Statewide Mental Health Services
Position Type:	Fixed-Term, Full Time
Location:	North West
Reports to:	Group Director - Reform Implementation
Effective Date:	July 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Registered with the Occupational Therapy Board of Australia; or</p> <p>Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers; or</p> <p>Registered with the Psychology Board of Australia</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:	Relevant post graduate study and/or qualifications

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:

As part of the state-wide Reform Implementation Team the Allied Health Professional Reform Implementation:

- Co-ordinates the roll-out of the Tasmanian Mental Health Reform Program (TMHRP) across Mental Health Services North and North West in accordance with relevant endorsed Operational Service Models (OSMs) and consistent with agreed implementation plans and linked timelines.
- Develops assigned state-wide and regional clinical pathways and related policies and procedures and progresses assigned deliverables specific to the reform implementation as required.
- Provides on the ground leadership of the implementation phase of the Tasmanian Mental Health Reform Program across the North and North West.
- Actively contributes towards effective and efficient service provision and improved consumer outcomes through the development, implementation and evaluation of the reform program.

Duties:

1. Coordinate the implementation of endorsed TMHRP OSMs across the North and North West in accordance with best practice principles and within a collaborative multidisciplinary framework.
2. Provide expert advice and recommendations to the health service/facility Executive and relevant committees/forums in relation to TMHRP and associated practices, policies and procedures.
3. Provide expert advice on TMHRP related matters to local staff and stakeholders, including the delivery of educational activities for staff as required
4. Provide regular reports on the progress of the operationalisation of the TMHRP across the North and North West to the Group Director, Reform Implementation the SMHS Reform Program Steering Committee and other committees and forums as and when required.
5. Provide leadership in contemporary mental health practice and promote an environment conducive to innovation and change.
6. Manage the financial, physical and human resources aspects of the TMHRP specific to the North and North West to achieve agreed service outcomes within the allocated budget.
7. 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 and related training.
8. 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 Professional - Reform Implementation works autonomously under the direction of the Group Director Reform Implementation and the TMHRP Executive and is accountable for the following:

- Providing direction and leadership to the TMHRP Continuing Care Stream.
- Ensuring the TMHRP Continuing Care Stream is operationalised in accordance with legislation, national standards and guidelines, and organisational policy.
- Managing physical, financial and human resources effectively, ensuring broad TMHRP objectives are met.
- Encouraging and supporting new staff of the stream to develop further knowledge and skills.
- Providing leadership and clear direction to new staff of the stream, so that all staff have an understanding of their responsibilities and duties in relation to the Continuing Care Stream.
- Ensuring that quality improvement processes are in place and acted upon, resulting in constant evaluation and improvement in the standard of care.
- Acting as a role model and mentor for staff.
- Actively participating in personal and professional development activities.
- Contributing to the expansion of knowledge and ideas in the relevant field by supporting and participating in research, and
- 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.
- Complying 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 advanced knowledge, skills and experience in relation to adult community mental health care and improving the interface between mental health and other key internal and external stakeholders.
2. Comprehensive knowledge of the Tasmanian Mental Health Reform Program agenda.
3. Comprehensive knowledge of, and experience in, contemporary mental health practice, including clinical governance, clinical risk management, evidenced based practice, research, clinical standards, and ethics.
4. Demonstrated ability to utilise contemporary health information technology, analyse information and provide reports and recommendations.
5. Demonstrated knowledge of current legislation and guidelines relevant to the management of the area/program
6. Demonstrated ability to produce protocols, guidelines and other operational documentation.
7. Commitment to the inclusion and consultation of consumers at all levels of organisational processes.
8. Advanced leadership and communication skills including an understanding of the business of the organisation and how to deliver the best outcomes within available resources, decision making skills and the ability to build and maintain productive networks with both internal and external stakeholders.

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](#).