

Statement of Duties

Position Title: Deputy Manager Speech Pathology	Position Number: 516227, 524913	Effective Date: February 2021
Group: Hospitals South – Royal Hobart Hospital		
Section: Allied Health - Speech Pathology	Location: South	
Award: Allied Health Professional (Tasmanian State Service) Agreement	Position Status: Permanent	
	Position Type: Full Time/Part Time	
Level: 4	Classification: Allied Health Professional	
Reports To: Discipline Lead, Speech Pathology		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

- Assist the Discipline Lead, Speech Pathology Services, with coordination and management of the speech pathology service, including supervision of staff and students.
- Responsible for the efficient and effective functioning of a group of speech pathologists working in multidisciplinary teams, providing leadership and direction and ensuring a high standard of service provision.
- Provide clinical leadership and professional support and ensure best practice standards for speech pathology services provided, in accordance with organisational policies and the professional code of conduct.
- Represent the broader Allied Health team as directed.

Duties:

1. Within the Speech Pathology Service:
 - Assist the Manager, Speech Pathology Services, with strategic planning, including staffing and succession planning.
 - Initiate and significantly contribute to the development and monitoring of policies and procedures, performance measures and reporting mechanisms.
 - Implement, review and report on quality improvement, education and research activities and projects undertaken as required.
 - Assume additional responsibilities as required when the manager is absent.
2. As leader of a clinical team:
 - Provide leadership and direction to a team of speech pathologists, ensuring a high standard of service provision.

- In consultation with the Manager, Speech Pathology Services, assist with the coordination of human and physical resources in the team including recruitment, orientation, rostering, training, supervision and performance evaluation, succession planning, work health and safety compliance and Speech Pathology equipment.
3. In clinical work:
 - Provide a high level of clinical expertise, working as an effective member of multidisciplinary teams in achieving patient-focused outcomes.
 - Actively pursue contemporary professional knowledge and its application to the clinical setting through appropriate continuing professional development activities and research, and coordinate and contribute to professional development programmes within the agency and the state.
 - Provide authoritative technical and policy advice which draws on in-depth knowledge of speech pathology practice in the relevant clinical area, and act as a local and state-wide resource in the area of clinical expertise.
 4. As a member of the Allied Health Clinical Stream, represent Allied Health in various fora as directed.
 5. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
 6. 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 jobs at this classification level.

Scope of Work Performed:

- The Deputy Manager is responsible for provision of a safe, effective and efficient speech pathology service, through:
 - professional leadership and support of Level 1, 2, and 3 Speech Pathologists and students.
 - initiating and actively contributing to service development, professional development programmes and research activities.
 - working with minimal supervision and exercising considerable initiative and professional judgment in complex and novel clinical and service areas.
 - assisting the manager in the overall operations and development of the speech pathology service.
- The Deputy Manager complies with the code of professional conduct of Speech Pathology Australia and works within Agency policies and procedures. Direction is provided by service policies and Speech Pathology Australia code of ethics.
- The Deputy Manager is responsible for exercising reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation.

- Complying at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Degree or diploma in Applied Science, Speech Pathology or equivalent and eligibility for membership of the Speech Pathology Association (SPA).
- 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

Desirable Requirements:

- Relevant post graduate qualifications in staff supervision/management
- Current Driver's Licence

Selection Criteria:

Knowledge

1. Demonstrated extensive clinical knowledge and experience as a practicing speech pathologist, with substantial knowledge of contemporary evidence-based practice in the relevant clinical area/s and experience in quality improvement and research.
2. Working knowledge of, and ability to comply with, work health and safety legislation and agency policies and procedures.

Skills

3. Communication skills – Individuals will demonstrate excellent verbal and written communication skills with the capability to communicate effectively, to share information and to build and maintain positive relationships with a range of people including staff, clients, and others.

4. Leadership skills – Individuals will demonstrate capability to promote a shared vision and purpose, and positively influence others to ensure optimal client outcomes and build a culture of success, commitment and active contribution by all staff within the team/ service.
5. Conceptual and analytical skills – Individuals will demonstrate capability to understand and analyse information from a range of sources including the political and organisational environment, social/ population data, and clinical evidence, and to use this to inform the development and evaluation of policies, protocols and procedures.
6. Teaching skills – Individuals will demonstrate capability to support skill development through teaching, training, and mentoring speech pathologists and students, to ensure that the community has future access to excellent care.
7. Performance management skills – Individuals will demonstrate capability to maximise the performance of team members, to ensure excellent outcomes for clients and the service.

Personal qualities

8. Initiative – Individuals will demonstrate capability to be adaptable and respond and adjust easily to change. They are proactive and self-directed and will seize opportunities and act upon them, ensuring improved outcomes for the service.
9. Resilience – Individuals will demonstrate capability to persevere to achieve goals even in the face of obstacles, cope effectively with disappointments and setbacks and remain calm and in control under pressure.
10. Emotional intelligence – Individuals will demonstrate capability to understand and manage their own and others' emotions, to achieve client and service goals and to support a healthy working environment.
11. Lifelong learning – Individuals will demonstrate self-motivation and a love of learning. They are passionate about their field and inspired by new knowledge, actively seeking and creating opportunities for knowledge and skill development for themselves and others, to provide the best possible service and client outcomes.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.