

POSITION DESCRIPTION



Job Title	Senior Manager, Dietetics	Classification	AHP4	Position Number	P52453
Local Health Network	Riverland Mallee Coorong Local Health Network (RMCLHN)	Term	Ongoing	Position Created	September 2023
Location	Location negotiable within RMCLHN	FTE	1.0 FTE (75 hours / fortnight)	Last Updated	
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input checked="" type="checkbox"/> NDIS Worker Screening Check				
Immunisation Risk Category:	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category B <input type="checkbox"/> Category C				

Broad Purpose of the Position

The Senior Manager, Dietetics is accountable to the Director Allied Health for effective operational & professional management of the Riverland Mallee Coorong Local Health Network's (RMCLHN) Dietetics services. The Senior Manager is a recognised clinical expert in Dietetics and is responsible for, operational planning within the Dietetics & Allied Health team and the development of highly skilled and evidence based professional skills and competencies across the Dietetics team.

The Senior Manager Dietetics works in partnership with key stakeholders to ensure best evidence underpins service development and delivery, facilitates human resource processes, ensures compliance with Clinical Supervision policy and credentialing requirements, leads relevant quality improvement initiatives, and facilitates access to relevant professional training and clinical support activities across care settings of RMCLHN. The Senior Manager, Dietetics also plays a leadership role in responding to workforce development initiatives, working in partnership with key stakeholders to ensure country people have access to high quality care that promotes dignity, respect, choice, independence and social connection, and provided by an appropriately skilled and supported team – *“our people caring for our communities”*.

The Senior Manager, Dietetics will initiate research, service quality and workforce development initiatives and improvements within Dietetics consistent with national and State health reforms. They will work under the direction of the Director Allied Health and in collaboration with other Allied Health Senior Managers and the Rural Support Services on inter-professional initiatives to achieve local objectives from a regional perspective, representing RMCLHN on key forums, and providing expert consultancy services to RMCLHN Executive, service providers and consumers with complex needs.

The Senior Manager, Dietetics is responsible for the clinical supervision of Dietetics staff and other designated staff with the Allied Health and Restorative Care Team with oversight from the Director Allied Health.

The Senior Manager, Dietetics will be responsible, under the direction of Director Allied Health for the operational planning & service implementation of a delegated Allied Health & Restorative Care Team portfolio including one of: Acute Care, Aged Care, Rehabilitation, National Disability Insurance Scheme, Community Care, Child Health and Development. They will provide overarching Allied Health leadership and guidance to support cohesive and high-quality service provision within the clinical stream ensuring high quality, consumer focused and consistent allied health services at all points of care.

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Qualifications

Must hold a recognised qualification within a relevant Allied Health profession and be eligible for (full) membership of the relevant Professional Association. For those professions requiring Registration, all requirements must be fulfilled to achieve and maintain current registration with the Australian Health Practitioner Registration Agency (AHPRA). For self-regulated professions, it is desirable to participate in the professional associations' accredited continuous professional development program. A higher qualification in a relevant area such as health service management, professional specialisation / clinical education will be highly regarded.

Handling of Official Information

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential. SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised. SA Health employees will not misuse information gained in their official capacity. SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Statement

Riverland Mallee Coorong Local Health Network (RMCLHN) welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. RMCLHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

Delegations

Level 5 RMCLHN HR Delegation
Group D Level 5 RMCLHN Financial Delegation

Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SA Health values and strategic directions.

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<p>Special Conditions</p> <ul style="list-style-type: none">▪ A current driver's license is essential, as is a willingness to drive on country roads and travel in light aircraft as required. Intra state travel will be required; interstate travel may be required.▪ Flexibility and some out of hours work may be required.▪ It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC).▪ Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.▪ Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police or from an accredited CrimTrac Provider confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.▪ Prescribed positions under the National Disability Insurance Scheme (NDIS) Act 2013 must obtain a satisfactory NDIS Worker Screening Check through the Department of Human Services (DHS) Screening Unit.▪ NPCs must be renewed every 3 years thereafter from date of issue.▪ WWCCs and NDIS Worker Screening Checks must be renewed every 5 years thereafter from date of issue.▪ Will be required to comply with the requirements of the RMCLHN Procedure for Credentialling Allied Health and Scientific Health Professionals▪ Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.▪ Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for Health Care Act employees.▪ The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.	<p>Key Relationships</p> <ul style="list-style-type: none">▪ Accountable to the Director Allied Health, RMCLHN.▪ Responsible for direct line management and professional supervision to Clinical Senior Dietitians across RMCLHN and oversees the management of other Dietitians as required.▪ May manage non-Allied Health staff as part of the Allied Health & Restorative Care Team, including clinical support staff, nursing, administrative and ancillary staff.▪ Develop and maintain strong partnerships within RMCLHN (including discipline Senior Managers; Directors of Nursing and EDON's), across the regional LHNs, (including Principal Consultant Allied Health, the Advanced Clinical Leads and other Program leads within the Rural Support Service) as well as colleagues in other regions of SA Health, universities, relevant Professional Associations/s and Registration Board.▪ The Senior Manager, Dietetics will have a key role in management of staff groups across sites or services with delegated portfolio responsibility from the Director Allied Health, RMCLHN.▪ Liaise and establish proactive/positive partnerships with the government and non-government sectors.▪ Expected to negotiate own formal clinical supervision arrangement, in accordance with the <i>SA Health Allied Health Clinical Support Framework</i>, and provide clinical supervision and mentorship to Allied Health Professionals as required. In collaboration with the Director Allied Health, RMCLHN, is responsible for the clinical governance of Dietitians & Allied Health Assistant workforce within RMCLHN.
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Riverland Mallee
Coorong Local
Health Network



Government of South Australia
SA Health

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Key Result Areas	Generic Requirements	Specific or Local Requirements
<p>1. Technical Skills and Application</p>	<p>1.1 Make a significant contribution towards the development and achievement of the strategic directions and corporate goals of RMCLHN</p> <p>1.2 Provide leadership and operational management of Dietetics staff across all sites and service types of RMLCHN as well as contribute to strategic and operational planning for the discipline with delegated portfolio responsibility from the Director Allied Health</p> <p>1.3 Develop and / or apply professional principles, new technology and / or knowledge of crucial work (which can encompass a single discipline or a variety of disciplines)</p> <p>1.4 Make independent decisions related to a wide area of expert practice across RMCLHN, and be responsible for outcomes of a major program and / or the practice of other health professionals and staff</p> <p>1.5 Participate in the tertiary networks responsible for the education and training of the allied health workforce.</p>	<ul style="list-style-type: none"> ▪ Undertake operational management activity relevant to discipline, clinical leadership and facilitation of service planning to ensure clinical best practice underpins the implementation of Dietetics services, programs and initiatives across RMCLHN. ▪ Lead, develop and foster a positive work culture which is based on SA Health's and RMCLHN's values and promotes customer service, learning and development, safety and welfare of employees, acknowledge differences, and encourages creativity and innovation. ▪ Utilise expert clinical judgement to provide strategic and operation advice to RMCLHN's Executive team via the Director Allied Health on clinical matters related to Dietetics & Allied Health service planning decisions, policy and workforce. ▪ Maintain a clinical caseload commensurate with Senior Manager responsibilities and/or provide expert advice on the appropriate management of complex/challenging cases. ▪ Exercise significant professional judgment and make independent decisions related to a wide range of expert practice across Dietetics and Allied Health Services; being responsible for outcomes of Dietetics practice. ▪ Contribute to and influence course content of tertiary institutions. ▪ Oversee the management of field education opportunities for Dietetics and interdisciplinary students.

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<p>2. Personal and Professional Development</p>	<p>2.1 Exercise significant professional judgment when drawing on detailed knowledge of RMCLHN and State-wide initiatives, and expert specialist knowledge of contemporary methods, principles and practice.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ul style="list-style-type: none"> a. Attending all mandatory training, and actively pursuing professional development to maintain currency of clinical knowledge. b. Actively developing the professional skills and competencies in others, including as a Consultant Educator, Consultant Researcher and Mentor to less experienced peers, and through academic publication. c. Seeking mentorship and support from diverse peers, utilizing extensive professional networks and strong relationships with Universities, Professional Associations and other key stakeholders d. Actively participating in the Professional Review & Development (PR&D) process, including developing and pursuing a personal / professional development plan in consultation with your line manager; and facilitating this process for staff under your supervision. <p>2.3 Facilitate the development of knowledge of effective practice by leading, encouraging and supporting research, evaluation of services, and information sharing between health professionals across RMCLHN and SA</p> <p>2.4 Actively develop the professional skills and competencies of the Dietetics team.</p>	<ul style="list-style-type: none"> ▪ Utilise a range of strategies to maintain a contemporary knowledge and understanding of emerging practice, policy and legislation of relevance to Dietetics & Allied Health ▪ Develop and pursue own formal clinical supervision / mentorship arrangement(s) ▪ Provide and facilitate clinical and / or profession-based input into Performance Review and Development (PR&D), recruitment, and other professional and HR processes as required. ▪ Plan and implement supervision frameworks and structures across the Dietetics team. ▪ Provide clinical supervision, support and mentorship to Senior Dietitians and other identified staff. ▪ Lead the implementation of evidence based practice in accordance with best practice principles to professional competency standards. ▪ Contribute to or facilitate education and professional development programs and activities to address identified professional development needs. ▪ Attend all mandatory training and actively pursue professional development to maintain current best practice standards and meet registration and credentialing requirements.
<p>3 Client / Customer Service</p>	<p>3.1 Treat all clients with respect, identifying and pursuing opportunities to work in partnership with stakeholders to improve the quality of RMCLHN services.</p> <p>3.2 Promote cultural safety by valuing and promoting the cultural needs of local communities and providing advice on service or system-level changes required at the RMCLHN level to meet these needs.</p> <p>3.3 Advocate for and contribute to improvements in the patient-journey driven distribution of services across RMCLHN</p>	<ul style="list-style-type: none"> ▪ Provide leadership and direction to Dietitians in the development of patient focused, innovative and contemporary Dietetics services, and ensuring accountable, outcome based, high quality Dietetics practice are consistently provided. ▪ Ensure key stakeholders (including clinicians, managers, RMCLHN Executive, other providers and consumers) are consulted in the development of workforce and service models for Dietetics & Allied Health ▪ Ensure there is consistency across RMCLHN in the application of Dietetics/Allied Health strategies. ▪ Ensure the Dietetics team deliver services in a culturally safe manner; supporting Aboriginal people

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		and Culturally and Linguistically Diverse people to have access to high quality, culturally appropriate care that promotes dignity, respect, choice, independence and social connection.
4 Administration and Documentation	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Proactively question existing practices and use of RMCLHN resources, and support clinicians and managers to pursue better alternatives if required.</p> <p>4.3 Prepare comprehensive, high-level reports and / or presentations to assist RMCLHN Executive decision making.</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p>	<ul style="list-style-type: none"> ▪ Ensure appropriate monitoring, evaluation and accountability mechanisms are in place for Dietetics and Allied Health programs, initiatives and grants. ▪ Ensure that the financial and human resources allocated to the Dietetics budget are utilised effectively and efficiently within budget. ▪ Work collaboratively with the Director Allied Health in relation to the effective and efficient sourcing and utilization of resources for Dietetics programs. ▪ Support clinical leaders to develop and utilize appropriate clinical and administrative resources, and facilitate sharing of resources across RMCLHN. ▪ In collaboration with the Director Allied Health, prepare progress and evaluate reports / briefings for RMCLHN Executive as required
5 Teamwork and Communication	<p>5.1 Participate in strategic management and service development decisions which will involve participation in committees and / or working parties which have an influence on the strategic direction of RMCLHN / SA Health</p> <p>5.2 Foster strong clinical networks across RMCLHN</p> <p>5.3 Apply high level interpersonal skills which engender the trust, cooperation and commitment of others to work together to achieve change.</p> <p>5.4 Communicate and negotiate effectively, both verbally and in writing, at all levels within RMCLHN, SA Health and with external agencies.</p> <p>5.5 Represent RMCLHN, on relevant committees and / or working parties, including at SA Health level, and act as the central point of contact for strategic consultation and liaison with senior management</p>	<ul style="list-style-type: none"> ▪ Represent Dietetics & Allied Health Programs on relevant RMCLHN committees and working groups. ▪ Facilitate and provide clinical leadership in the planning and development of Dietetics across RMCLHN ▪ Develop and maintain strong clinical networks with key stakeholders to ensure sharing of information, effective use of resources, integration of services and a smooth patient journey for country people requiring Dietetics & Allied Health services. ▪ Support clinical education and research capability within RMCLHN. ▪ Develop networks and collaborate with peer support relationships with other clinical leads across RMCLHN and regional LHN's to maximise co-ordination, role effectiveness, and promote consistency in Dietetics and allied health workforce standards and service development initiatives. ▪ Model and contribute to the development of a work culture that is consistent with RMCLHN values –

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			<p>RMCCARES.</p> <ul style="list-style-type: none"> Act as a central point of contact for strategic consultation and liaison with senior management in relation to Dietetics health issues.
6 Continuous Improvement	<p>6.1 Contribute to the ongoing evaluation and continuous improvement of RMCLHN services.</p> <p>6.2 Be flexible, adaptable and innovative in a changing workplace, critically examining safety and quality issues, practices and systems, and developing practical and creative solutions.</p> <p>6.3 Contribute to the investigation of client complaints and preparation of Ministerial Briefings related to the scope of the role, with a view to informing systematic improvements to RMCLHN services.</p> <p>6.4 Adherence to the SA Public Sector Code of Ethics</p>		<ul style="list-style-type: none"> Initiate planning, development and evaluation of Dietetics services and Allied Health research and development initiatives, consistent with National and state health reforms and in partnership with key stakeholders and services to ensure the services meeting the continuing demand. Maintain specialist knowledge of current trends and best practice in service provision and innovation in Dietetics and Allied Health service delivery models across a range of client groups and clinical services and share these findings where appropriate. Monitor relevant Dietetics service and workforce issues across RMCLHN to identify clinical risks, emerging trends and opportunities for improvement. Lead improvements in the quality and safety of Dietetics services, including facilitating discipline activities required to achieve accreditation and compliance with national standards, NDIS and aged care standards, professional standards, legislation and organizational policies. Support RMCLHN to meet activity targets and design corrective action if required. In collaboration with the Director Allied Health, provide expert consultations and briefings/ advice on Dietetics practices to Senior Clinical Dietitians, clinical teams and RMCLHN Executive as required
Approved by Authorised Officer / /	Accepted by Incumbent / /

APPLICANT GUIDELINES



Job Title	Senior Manager, Dietetics	Classification	AHP4
Local Health Network	Riverland Mallee Coorong Local Health Network	Term	Permanent/Ongoing
Area	Location negotiable within RMCLHN	FTE	1.0 (75 hours / fortnight)

To apply for the position, you will need to provide:

- (1) A current Curriculum Vitae (CV), outlining your relevant qualifications, work experience and contact details of 3 professional referees
- (2) A cover letter, including:
 - Title of the position and vacancy reference number (from advertisement)
 - Outline of your reasons for applying for the position
 - Brief summary of your ability to fulfil the role:
 - Please address each of the 6 Key Result Areas (KRA) separately, using dot points. Refer to the table below for some suggestions of the type of information you may choose to include.
 - You do not need to address the selection criteria individually in your written application. They may be used to assess your suitability for the role during the merit-based selection process.
 - Keep it brief – approximately 2 pages

Please forward your application by the due date, as per the details outlined in the job advertisement.

Key Result Area	Selection Criteria (<i>suggestions of information to include in your application</i>)
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) – <i>refer to page 1 for minimum qualification requirements</i> b) Extensive professional experience, across a broad range of clinical practice areas: <ul style="list-style-type: none"> ▪ Outline scope and nature of previous professional practice experiences, including rural / remote experience and any specialty areas ▪ Experience in providing advice, clinical supervision and clinical education to less experienced professional staff and students ▪ Previous leadership experience in service development, research & evaluation ▪ Project management skills and experience ▪ Examples of how you have applied primary health care principles to the development and reorientation of services c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role, such as: <ul style="list-style-type: none"> ▪ Creativity, resourcefulness, flexibility, adaptability, problem solving skills
2. Personal & professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others (e.g.: additional post-graduate qualifications). b) Detail your leadership and management style and experience
3. Client / Customer Service	a) Detailed knowledge of and commitment to RMCLHN values, strategic directions & priorities. b) Extensive experience & skills in community engagement, client/family-centred practice and cultural competency – and examples of how you have supported others to develop and apply these skills.
4. Administration & Documentation	a) Highlight relevant skills, experience and training – including those related to data management, budget management, competent use of technology, post-graduate qualifications.
5. Teamwork and Communication	a) Outline your communication and teamwork skills, with examples that demonstrate your ability to lead an effective team of diverse membership. b) Previous contribution to service planning and development at local, cluster, regional or state level.
6. Continuous Improvement	a) Examples of how you have contributed previously to quality improvement, evaluation and research of relevance to your profession and professional leadership.