DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:** | Allied Health Lead – Paediatrics |
| **Position Number:** | 530006 |
| **Classification:** | Allied Health Professional Level 4 |
| **Award/Agreement:** | Allied Health Professionals Public Sector Unions Wages Agreement |
| **Group/Section:** | Hospitals & Primary Care - North |
| **Position Type:** | Permanent/Fixed-Term, Full Time/Part Time |
| **Location:** | North |
| **Reports to:** | Executive Director – Allied Health Services |
| **Effective Date:** | July 2024 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Essential Requirements:** | Satisfactory completion of an appropriate allied health course of study at a recognised tertiary institution, and registered with the relevant Board or, in the case of unregulated professions, eligible for membership of the relevant professional association.  Current Working with Children Registration.  *\*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.* |
| **Desirable Requirements:** | A minimum of five years post graduate experience directly relevant to the duties of the position.  Expertise in paediatric care; in particular, behavioural, or mental health.  Holds, or working towards, post-graduate qualifications relevant to the position. |
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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 – Paediatrics role provides management oversight and coordination of paediatric inpatient and outpatient services delivered by Allied Health across multiple sites in Hospitals & Primary Care North. This includes providing a point of contact and communication, advice and support for multi-disciplinary Allied Health staff and engaging with nursing and medical teams on behalf of Allied Health in a leadership capacity.

The role will work closely with Allied Health Discipline Leads in providing advice on service improvements, consulting on matters affecting delivery of paediatric allied health services, developing strategies to meet current and future requirements and leading service changes where required.

### Duties:

1. Provide interdisciplinary leadership for Allied Health staff working in paediatrics, providing coordination, representation, and engagement at stream level, and supporting an interdisciplinary approach to allied health services across the stream.
2. Provide Allied Health leadership, representation, and engagement across paediatric services between Allied Health staff, paediatric leadership, and Allied Health leadership; and provide advice and recommendations to Allied Health leadership regarding clinical and non-clinical risks and improvements.
3. Provide a point of contact and communication between Allied Health Services staff, paediatric services, and Allied Health leadership.
4. Take a lead role in the development, coordination, and evaluation of educational programs and training relevant to paediatric Allied Health Services staff, including the support for onboarding and staff rotations into the stream.
5. Provide leadership to engage with paediatric services including to facilitate the involvement of Allied Health in Quality Improvement and Research activities and support Allied Health staff with participation in these activities where appropriate.
6. Monitor and use Allied Health activity data to ensure accurate and high-quality data capture, and initiate, evaluate, review, and analyse routine and ad hoc reporting to the Allied Health leadership teams for service development and evaluation.
7. Act as the Allied Health Services key contact for quality and patient safety activities associated with paediatric services, providing advice and recommendations to the Allied Health and paediatric leadership regarding clinical and non-clinical risks and improvements.
8. Provide communication and specialist advice to Allied Health Leadership on policy, complex clinical activities, research, and service outcomes related to the paediatric services, and cascade communication to Allied Health Services staff working on inpatient and outpatient areas for the stream.
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 – Paediatrics will receive broad direction, performance evaluation and operational line management from the Director Allied Health, and professional governance from the relevant Discipline Lead, and will be responsible for:

* Providing leadership, communication and engagement between Allied Health Services and paediatric services.
* Operating with minimal supervision and applying advanced professional knowledge, initiative, and judgement in delivering duties of the position.
* Championing 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, 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.

### 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:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Extensive clinical practice expertise in an acute hospital and ambulatory care settings, with substantial demonstrated experience and knowledge of paediatrics and the role of Allied Health in these settings.
2. Demonstrated ability to provide effective leadership across Allied Health staff working in diverse services and to effectively engage with Allied Health leadership and leaders in nursing and medicine.
3. Demonstrated high level conceptual, analytical, systems and reporting skills, and proven ability to develop, implement, and evaluate policies, protocols, and procedures.
4. Demonstrated ability to work independently, to facilitate and implement change, and deliver meaningful outcomes from activities and projects.
5. Demonstrated highly developed interpersonal and communication skills with proven ability to build effective relationships with internal and external service providers and to foster cohesive teamwork across practice settings.

### 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](https://www.health.tas.gov.au/consumer-and-community-engagement-principles).