

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Deputy Manager Speech Pathology
<b>Position Number:</b>	516227, 524913
<b>Classification:</b>	Allied Health Professional Level 4
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Hospitals South - Allied Health Services Speech Pathology
<b>Position Type:</b>	Permanent, Full Time/Part Time
<b>Location:</b>	South
<b>Reports to:</b>	Discipline Lead Speech Pathology Services
<b>Effective Date:</b>	February 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Degree or diploma in Applied Science, Speech Pathology or equivalent and eligibility for membership of the Speech Pathology Association (SPA)</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>
<b>Desirable Requirements:</b>	<p>Relevant post graduate qualifications in staff supervision/management</p> <p>Current Driver's Licence</p>

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:

- 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. 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 Deputy Manager Speech Pathology:

- 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.
- 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.
- Is responsible for exercising reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation.
- Where applicable, exercises 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.
- Complies at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- 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.

## 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:

### 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 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](#).