**Role Description**

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| **Role Title:** | Director, Occupational Therapy  |  |
| **Organisation:** | Mater Health |  |
| **Service Stream/Division:** | Allied Health Services, Clinical Support Services  |  |
| **Department/Unit:** | Occupational Therapy  |  |
| **Date Created/Reviewed:** | February 2020  |  |
| **Reports To:** | Director, Allied Health and Administration  |  |
| **Level of Accountability:** | Director  |  |

**Role Purpose**

* Lead patient-centered Occupational Therapy Services across Mater Health and drive innovation and change in line with state/national standards and Mater’s values and strategy.
* Actively develop and promote teaching and research activities.
* Contribute to the leadership of Allied Health Services as a member of the Allied Health Senior Management Team.

**Behavioural Standards**

This role requires the incumbent to adhere to the Mater behavioural standards including the Mater Mission, Values, Code of Conduct, Mater Credo as well as any other relevant professional and behavioural standards, translating these into everyday behaviour and actions, and holding self and others to account for these standards.

**Accountabilities**

Mater requires every Mater Person to understand and deliver on a series of accountabilities that are linked to the Mater strategy, described in the table overleaf. Each Mater Person is held accountable for his or own behaviour, performance and development, and for contribution to five strategic objectives: Safety, Experience, Quality, Efficiency and Financial Viability. In addition, Mater managers and leaders are accountable to different extents for clinical outcomes, service and operational outcomes, financial outcomes, compliance and risk, interprofessional leadership and management of performance and accountability.

This role is responsible for fulfilling the following accountabilities:

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| **In this Role** |
| Role requirements | Is clear on the behaviour, tasks and accountabilities that are associated with the role, fulfils mandatory and professional competency requirements, contributes to own performance development planning, proactively seeks feedback, carries out individual development plan and actively contributes to own team/s |
| **As a Mater Person** |
| Safety | Every decision and every action taken has safety as its guiding principle. |
| Experience | Consistently seeks to meet or exceed each and every person’s service expectations, each and every time through the provision of differentiated customer service. |
| Quality | Consistently seeks to continuously improve the quality of our service, through contributing to delivering evidence based low variability healthcare |
| Efficiency | Seeks opportunities to deliver services for more people within existing resources, which means being innovative and focussed, and demonstrating strong stewardship of our finite resources. |
| Future Viability | Consistently seeks to improve, innovate and evolve, through looking for new trends and opportunities which will ensure Mater can meet the challenges of the future by making sensible decisions today. |
| **As a Mater Director (more detail below)** |
| Clinical outcomes | Responsible for leadership and direction, policy and governance that enables Mater People to deliver safe, highly reliable healthcare. |
| Service and operational outcomes | Leads services and operations in a way that enables safe, highly reliable healthcare delivery, ensures an experience that is exceptional, every time, effectively manages compliance and risk, and achieves strong financial performance. |
| Financial outcomes | Budget accountability and organisational management of operational budget and resources to deliver strong financial performance. |
| Compliance and risk | Responsible for determining and implementing policy and governance, identifying and proactively managing strategic risks. |
| Interprofessional leadership | Leads, develops and manages direct reports in a manner that deepens interprofessional integration and professional performance. |
| Performance and accountability | Builds accountability within team for continuously improving standards, processes and systems that are critical to success and where applicable, holds direct reports accountable for high performance. |

**Role Specific Expectations**

***Clinical Outcomes***

* Lead occupational Therapy Services and collaborate with clinical streams to ensure :-
	+ Provision of safe and reliable clinical care in line with state and national standards.
	+ Delivery of integrated collaborative clinical care across the full continuum of patient care .
	+ Evidence-based identification and prioritisation of clinical practice improvements that ensure translation of research and evidence into practice in order to deliver contemporary, cost effective, consistent, high-reliability and innovative clinical care and patient outcomes.
* Actively contribute to state-wide & national professional & academic networks to ensure the Team within MHS is an active partner in the development of National Standards of practice for existing & expanded scope of professional practices.
* Undertake a small clinical caseload (2 hours/week) in order to maintain contemporary skills and knowledge to effectively lead Occupational Therapy services.

***Service and Operational Outcomes***

* Provide effective day to day decision making on operational service delivery with full accountability for operational outcomes of Occupational Therapy.
* Actively partner with consumers and patients, as well as inter-professional colleagues, to determine service and operational objectives and the design of clinical policy, practice standards and improvements that provide an exceptional experience and outcomes, every time.
* Analyse data relevant to Occupational Therapy policy and practice in order to inform strategic decisions, respond to issues and trends, and report on operational performance; this includes patient and consumer data, clinical outcomes and incident data, service delivery and operational activity data, financial data, compliance and risk data, workforce data and others .
* Recognise and address inefficiencies in service provision, and lead continuous improvement business processes.
* Deliver on performance targets.

***Educational and Research Outcomes***

* In collaboration with Mater Research, foster a culture of research innovation and an environment that drives and actively encourages research.
* Enable innovative research programs that deliver national and international grant funding.
* In collaboration with Mater Education, lead the service to ensure workforce competency and capability to deliver and continuously improve safe best practice care and to apply research evidence into clinical practice.
* Commit to mentoring clinical professionals and support undergraduate and post-graduate training as well as research.

 ***Financial Outcomes***

* Actively manage operational budget, resource assets and leave requirements/liabilities to deliver strong financial performance.
* Undertake regular reporting on service performance and risk, and other relevant business measures .
* Contribute to strategic decision making and identify strategic and operational opportunities for improved financial outcomes.

***Compliance and Risk***

* Identify, report, respond to and rectify workplace health and safety (WHS) concerns from within own reporting structure, and advises the Director Allied Health and Administration on priority safety concerns and objectives relevant to the clinical workforce.
* Support the stream leaders and Director Allied Health and Administration in their analysis, monitoring and facilitation of compliance of the clinical workforce with relevant legislation, clinical standards, safety and quality systems and other statutory or contractual requirements.
* Manage compliance and risk, in part by ensuring direct reports fulfil mandatory and professional competency requirements, that audits are completed in a timely fashion, and escalate risks to Director Allied Health and Administration, Head of Clinical support Services , and/or clinical stream leads.
* Identify, report, respond to and rectify workplace health and safety (WHS) concerns from within own reporting structure.

***Inter-professional Leadership***

* Set clear strategic direction for direct reports over a 1-2 year period, construct clear operational and action plans for work within a 1 year period and translate this for individuals as performance and development objectives that align with the delivery of Mater’s strategy.
* Provide effective team management and leadership for direct reports and Allied Health staff using timely, consistent and clear communication that deepens inter-professional cohesion and engagement within and across teams.
* Effectively represent, negotiate with and influence colleagues and peers to catalyse and embed change within Allied Health, Clinical Support Services,and streams.
* Effectively manage key relationships across peers and clients throughout Mater, across service streams and functions.
* Collaborate in the development of policies and practice that affect Occupational Therapy staff as an advisor and support to the Director Allied Health an Administration with service delivery responsibilities as well as other clinical and non-clinical support services.
* Ensure development and succession plans are in place and actioned for own role and those of direct reports.

***Performance and Accountability***

* Ensure direct reports have clear tasks and accountabilities associated with their roles and that these are communicated and understood.
* Guide, coach and provide rapid, respectful, constructive feedback to direct reports in relation to their performance and behaviour.
* Consistently and visibly apply the Mater Accountability framework to address inconsistencies in behaviour, practice or performance, including formal performance management of direct reports where required, in order to role-model and strengthen Mater’s cultural focus on accountability and feedback.

**Qualifications**

* Possession of a degree / post-graduate qualification in Occupational Therapy from a recognised tertiary institution and eligibility for registration with AHPRA.
* Possession of a post-graduate qualification in Business, Leadership or research is highly desirable.

**Clinical / Technical Competencies**

Demonstrated high level knowledge, expertise and skill in Health related Occupational Therapy and demonstrated ability to strategically and operationally lead Hospital based Occupational Therapy services.

**Capabilities**

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|  | **Required proficiency for Role [[1]](#footnote-1)** |
| **Mater’s Core Capabilities** | **Elements** | **Foundation**(Team Member) | **Proficient**(Team Leader) | **Skilled**(Manager) | **Expert**(Director) | **Mastery**(Executive) |
| **Building high-performance interprofessional teams:** Builds high performance interprofessional teams by developing talent and building trust | Vision and direction Implementation of strategy Interprofessional practice and education Team leadershipTeam development Identifying and nurturing talent Building trust |  |  |  | **✓** |  |
|  | **Required proficiency for Role [[2]](#footnote-2)** |
| **Mater’s Core Capabilities** | **Elements** | **Foundation**(Team Member) | **Proficient**(Team Leader) | **Skilled**(Manager) | **Expert**(Director) | **Mastery**(Executive) |
| **Accountability:** Role models respectful accountability, effectively holds self and others to account through constructive feedback and dialogue | Holding to account Feedback and dialogue Drive for results |  |  |  | **✓** |  |
| **Learning Agility:** Is comfortable with complexity and ambiguity, rapidly learns and applies new skills and is successful in first time challenging situations  | Comfort with ambiguity Applies learning to achieve success in challenging first-time situations Critical thinking |  |  |  | **✓** |  |
| **Enacting behavioural change:** Skilled at enacting sustainable behavioural change in people (through workflows, habits and clinical practice) to achieve improvements | Influencing perceptionGenerating emotional responses (tempered by rational responses)Shaping behavioural decision makingMobilising and sustaining behaviour change |  |  |  | **✓** |  |

1. * **Expert:** mobilises collective capability across teams **and**
	* **Mastery:** is a role model within and outside the organisation and expertise as a leader in field is sought out [↑](#footnote-ref-1)
2. * **Expert:** mobilises collective capability across teams **and**
	* **Mastery:** is a role model within and outside the organisation and expertise as a leader in field is sought out [↑](#footnote-ref-2)