

Role Description

Role Title:	Director Allied Health Services
Position Number:	89613
Ministry/Corporate Portfolio:	Mater Health
Location:	Any Mater Health Location
Enterprise Agreement/Award:	N/A
Classification:	N/A

Role Purpose

This position reports directly to the Executive Director, Health Integration and Community Care and is responsible for providing operational and strategic governance of allied health services delivered across the six South East Queensland hospital facilities. The Director will provide operational governance and leadership support to the leaders of the allied health discipline teams and service units.

The Director Allied Health Services will focus on leading the development and implementation of innovative models of care in line with national and international contemporary practice as well as leading Mater's Allied Health workforce strategy across the state to ensure a high quality and sustainable Allied health workforce. This position will contribute to the Mater health leadership and Health integration and Community Care portfolio as a senior leader of Mater health, collaborating with facility leads to ensure coordinated services.

Role Responsibilities and Accountabilities

Every Mater Person is required to understand and deliver on a series of responsibilities which they are accountable for. Mater People are required to act and work in the best interests of Mater and are accountable for their own behaviour, performance, development and contribution to the strategic and operational objectives of the organisation.

These accountabilities and responsibilities include, but are not limited to:

Your Position

Strategic outcomes

- Provide strategic leadership to ensure allied health advances its integral role in the delivery of Mater's vision to help our community to live better lives through improved health and wellbeing.
- Ensure an innovative mindset and contemporary understanding of national and international trends in high quality, cost effective models of care and services.
- Increase private revenue through the development of private allied health services.
- Provide advocacy for allied health teams and champion their contribution to a thriving organisation.

Clinical Outcomes

- Lead Allied health Services and collaborate with Mater health facilities to ensure:
 - Provision of safe and reliable clinical care in line with state and national standards.

Creation Date:	November 2023	Last Revision Date:	September 2024	Version Number:	1
-----------------------	---------------	----------------------------	----------------	------------------------	---

- 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.
- Work in partnership with Medical, Nursing and Business leads to develop and implement innovative services and deliver co-ordinated and efficient care by Allied Health.
- 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.

Service and operational outcomes

- Provide effective day to day decision making on operational service delivery with full accountability for operational outcomes of Allied health.
- 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 Allied health 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.

Educational and Research Outcomes

- In collaboration with Mater Research and the Allied Health Research fellow, 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.

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 relevant to the clinical workforce and within own reporting structure.
- Analyse, monitor and facilitate compliance of the Allied Health workforce with relevant legislation, clinical standards, safety and quality systems and other statutory or contractual requirements.

Interprofessional 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 allocated stream and outside own hierarchy.
- 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 Allied health staff as an advisor and support to the Executive Director Health Integration and Community Care.
- 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.

Your Organisation

- Accept, adhere to and promote workplace safety in accordance with the relevant legislation, standards, policies, procedures and frameworks that promote 'zero harm' to Mater People and 'zero preventable harm' for patients;
- Participate in creating an environment that strives for customer satisfaction;
- Participate in meetings and forums as required;
- Foster a collaborative work environment and maintain open communication through effective interpersonal skills and appropriate forums;
- Participate in and recommend quality activities aiming to improve work practices to exceed customer expectations;
- Fulfil required corporate, mandatory and other education and/or professional development and competency requirements within stipulated timelines;
- Accept individual responsibility and accountability for own performance and professional development;
- Accept and adhere to all policies and procedures of Mater and your employment location; and
- Undertake other duties/responsibilities as directed by your direct Reporting Authority or other designated authority(s).

Your Leadership and People Management

- Ensure all team members adhere to the Mater's Code of Conduct and Behavioural Standards;
- Accept ownership of all people management requirements and matters for team members with direct or indirect reporting authority to this position;
- Ensure that the recruitment, selection, induction and separation of team members is conducted in accordance with organisational policies and procedures supported by Human Resources;
- Ensure team members have appropriate training and development opportunities available to them to assist in achieving strategic and business objectives;

- Ensure performance reviews and career development conversations are undertaken in accordance with organisational policy;
- Develop a cooperative work environment and maintain open communication through effective interpersonal skills and appropriate forums that fosters a culture of positive engagement;
- Maintain an effective and current succession plan to anticipate absences as a result of leave or separation of self and team members; and
- Authorise staff time and attendance records and applications in accordance with Mater Human Resources Delegations.

Your Cost Centre Management

- Develop cost centre(s) budget, in consultation with Finance Business Partner, or equivalent, and adhere to approved parameters, including staff establishment;
- Approve operating transactions in accordance with Mater Delegations;
- Apply sound fiscal stewardship and responsibility by undertaking regular reviews of resources and practices with the view of minimising expenditure where possible without compromising service delivery expectations; and
- Monitor the delivery expectations and costs associated with cost centre operational and project costs.

Selection Criteria

Suitability to the role shall be determined by suitability to meet/satisfy the following stated qualifications, skills, knowledge and experience. Other additional qualifying criteria, such as licenses, registration and/or vaccinations relevant to this role are prescribed by Mater policies and procedures.

Qualifications

Mandatory

- Possession of a degree/post-graduate qualification in an Allied Health discipline from a recognised tertiary institution.
- Eligible for registration as a health practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).

Desired

- Postgraduate qualifications in leadership/management.

Skills, knowledge and experience

- Demonstrated high level knowledge, expertise and skill in Allied Health.
- Demonstrated ability to lead Allied Health Services strategically and operationally.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.
- Demonstrated leadership abilities, including the ability to influence cross-functional teams and drive change.
- Proficiency in data analysis and interpretation to inform decision-making.

Behavioural Standards

Every Mater Person shall adhere to the Mater behavioural standards that include the Mater Mission, Values and Code of Conduct as well as any other relevant professional and behavioural standards, translating these into everyday behaviour and action, and holding self and others to account for these standards.

Mission, Vision and Values

We are our Mission. For more than a century, we have existed to respond to unmet community need; to provide compassionate care to those who need it most. Our Mission, Vision and Values are our constant guide to make appropriate decisions for a sustainable, socially relevant service that is genuinely committed to the delivery of a healthy community for everyone.

All Mater People are required to adhere to relevant professional standards and the Mater behavioural standards, including those that support the Mater Mission, Vision and Values, and promote an ethical environment in accordance with the Code of Conduct. In doing so, it is expected Mater People will hold both themselves and others to account for these standards, with a focus on maintaining the quality and safety of services.

<i>Our mission</i>	We serve together to bring God’s mercy to our communities through compassionate, transforming, healing ministries		
<i>Our vision</i>	To empower people to live better lives through improved health and wellbeing		
<i>Our values</i>	 <p>We honour and promote the dignity of human life and of all creation</p>	 <p>We act with compassion and integrity</p>	 <p>We strive for excellence</p>