

## Position Description

<b>Position title</b>	Allied Health Director
<b>Department / Division</b>	Nursing and Allied Health
<b>Classification</b>	Multidisciplinary Grade 7
<b>Position reports to</b>	Operational: Executive Director, Nursing and Allied Health, Chief Nurse Professional: Executive Director, Nursing and Allied Health, Chief Nurse
<b>No. of direct &amp; indirect reports</b>	276 EFT 14 Direct reports
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

### The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.

RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at [www.rch.org.au](http://www.rch.org.au)

### ROLE CONTEXT

The Allied Health Directorate sits within the Nursing & Allied Health Division. The Directorate comprises the departments and services of: Allied Health Administration, Allied Health Clinical Education, Audiology, Child Life & Music Therapy, Disability Liaison Program, Stepped Care/Developmental Intake service, Equipment Distribution Centre, Food Services, the Gatehouse Centre, Nutrition, Occupational Therapy, Orthotics & Prosthetics,

Physiotherapy, Social Work and Speech Pathology. The role participates as part of the Nursing and Allied Health Senior Leadership Team and reports up to the Executive through the Executive Director Nursing & Allied Health.

#### ROLE PURPOSE

The Director of Allied Health is a senior leadership role with accountability to provide strategic leadership and direction to the Allied Health Service across RCH. Key focus includes achieving best practice patient care, maximum operational effectiveness, strong partnerships within and outside RCH and to develop and manage a sustain Allied Health workforce. The role also holds direct line management responsibility for the planning, organisation, integration and coordination, funding (within agreed parameters) and delivery of Allied Health services within the Allied Health Directorate at RCH.

#### KEY ACCOUNTABILITIES

##### Strategic Management

- Provide leadership, direction and support to achieve RCH's strategic objectives, SOP deliverables/targets within the division.
- Ensure a high performance culture in accordance with RCH Compact within the area of responsibility, focused on the delivery of operational excellence in the following priority areas: clinical quality and safety, positive workplace culture and support, timely access and sustainable healthcare.
- Lead and manage the Allied Health team throughout the hospital by adopting and promoting constructive thinking and behaviours, setting direction, planning, establishing good governance and managing individual and team performance against agreed objectives.
- Prepare and present high-level reports, business cases and other documentation as required to the RCH Executive.
- Develop, implement, monitor and review strategies to promote and support effective and responsive interfaces between all Allied Health services across RCH.
- Identify and promote the implementation of best practice models.

##### Operational Management

- Regularly review and maintain an optimal organisational structural arrangement for Allied Health services across RCH.
- Develop, implement, monitor and review clinical governance systems for Allied Health services, including clinical review, patient safety systems, credentialing, scope of clinical practice and clinical risk management.
- Working with Allied Health managers and staff, ensure the development and implementation of an overall annual Allied Health quality plan, characterised by integration of discipline based planning multidisciplinary approaches to quality improvement at the site level.
- Manage the development and implementation of the Allied Health budget, ensuring there is financial responsibility and accountability across the functions under the position's control and develop and implement financial strategies that will ensure budgetary targets and key performance indicators are met.

##### People Management

- Provide leadership and support for direct reports, appraise their performance and ensure staff receive timely feedback.
- Proactively communicate any allied health issues to the Executive Director of Nursing & Allied Health.

- Ensure accreditation activities and reporting, audits and data integrity activities are coordinated and successfully completed within timelines.

#### **Professional Leadership**

- Collaborate and liaise with the other sectors and program areas including, Research, Rehabilitation and Mental Health to ensure consistency in the areas of professional development, clinical standards, clinical supervision, education, training and research.
- In partnership with Education partners and the RCH / UoM Professor of Allied Health Research, support the provision of translational research programs, high quality clinical education from undergraduate to specialist practice.
- Provide high-level advice regarding professional issues pertaining to Allied Health services, including leadership and support for discipline therapists at RCH.

#### **Stakeholder Management**

- In collaboration with the RCH Allied Health community and campus partners identify and foster Allied Health improvement initiatives, redesign of service models and collaborative research opportunities.
- Represent Allied Health on committees, assisting with the development to improve service delivery and future plans of RCH.
- Regularly participate in the Executive on call (annually developed) roster.

### **QUALIFICATIONS AND EXPERIENCE**

#### **Essential:**

- Tertiary level qualification in an Allied Health discipline
- Extensive experience in management of a large team
- Extensive knowledge of and/or experience with clinical governance and clinical service delivery
- Extensive knowledge and experience in an acute health setting and proven ability to manage and lead effectively within a large complex health service

#### **Desirable:**

- Relevant post-graduate qualification in Management

### **KEY SELECTION CRITERIA**

- Demonstrated management and leadership skills
- Proven ability to lead and manage a team and individual performance within a service delivery environment, encouraging and empowering staff, with the ability to provide professional supervision and professional development to staff
- Proven ability to identify, build and maintain strong working relationships with internal and external stakeholders.
- Proven verbal communication, interpersonal and presentation skills with the ability to apply these skills with a variety of stakeholders
- Proven ability to manage a divisional budget
- Demonstrated ability to develop, implement, monitor and review policies and procedures both within the Allied Health division and the broader RCH environment, ensuring operational and organisational requirements are met
- Demonstrated ability to develop change management initiatives based on organisational requirements, gaining commitment from staff and key stakeholders and ensuring the area is ready to move with change processes
- Ability to tailor communications (written and verbal) to ensure application across a broad range of stakeholders

and to align with organisational goals and values

- Highly developed attention to detail
- Demonstrated skills to effectively organise and plan in line with frameworks and methodologies that monitor achievement of objectives and allow change of priorities

#### OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

#### IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

#### RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

#### QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies

- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

**The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.**

**Position description last updated**

**October 2023**