

Position Description

Position title	Team Coordinator/Psychologist - Specialist Autism Team
Department / Division	Mental Health / Medicine
Classification	Grade 4 Psychologist (PM1- PM5)
Position reports to	Operational: Hospital Specialities Coordinator Professional: Discipline Senior
No. of direct & indirect reports	6
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category B - works in a patient facing setting but rarely or unlikely to have contact with blood or body fluids (or aerosols without PPE)

The Royal Children's Hospital
The Royal Children's Hospital's (RCH) vision is <i>a world where all kids thrive</i>. 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
ROLE CONTEXT
The Specialist Autism Team (SAT) is part of RCH Mental Health, a community- and hospital-based service providing recovery focussed interventions for infants, children and adolescents experiencing mental health difficulties. It is one of a statewide network of Infant, Child and Youth Area Mental Health and Wellbeing Services (ICYAMHWS). The community arm of the service works with young people up to 12 years of age, while hospital-based services work with hospital patients up to 18 yrs.

The SAT provides assessments for children who are complex and difficult to diagnose. In addition, the team provides secondary and primary consultation to other teams and departments within RCH around autism and other developmental concerns. The team is actively involved in training and teaching, both within RCH and in the community more broadly.

ROLE PURPOSE

The Team Coordinator is responsible for all aspects of team coordination. This includes service development, team leadership, and ongoing management of the team's day to day activities (including managing assessments, consultations, and teaching commitments). The Team Coordinator is responsible for strategy planning and representing the team within the Mental Health Service, within RCH and in the broader community.

KEY ACCOUNTABILITIES

Provision of Care

- Deliver excellent evidence-based practice assessments and interventions for referred outpatients.
- Provides high level specialised leadership for the team.
- Creates and fosters an environment of continuous improvement.
- Lead team member participation to ensure ongoing excellence in service delivery and teamwork.
- Lead the ongoing development, review and maintenance of administrative processes and improved communication mechanisms and service delivery, consistent with the principles of continuous improvement.
- Contributes to the clinical education agenda within area of clinical expertise.
- Delivers education and training at networks, forums, hospital or statewide level.
- Plan for, and effectively manage, contingencies that may affect the performance of healthcare activities.
- Empower all staff to identify, analyse, report and manage risks and support staff who raise concerns about risk or patient safety.
- Ensure timely provision of discipline services through appropriate prioritisation of stream and departmental caseload, patient needs, and organizational needs and drivers.
- Lead a high-performing clinical team, and provide expert, authoritative judgement and advice on clinical issues.
- Act to ensure formal processes exist for evaluating whether treatment and care is evidence-based and meeting the needs of patient and families as well as the healthcare system.
- Delegate healthcare activity to others according to their competency and scope of practice to ensure appropriate workload management and prioritization across the department ensuring others can self-manage and regulate their workload.

Lifelong Learning

- Participation in professional development activities to ensure that best clinical practice is maintained.
- Meets the CPD requirements for AHPRA registration or relevant professional body.
- Promote a culture in which clinical supervision is treated as part of core business of contemporary professional practice.
- Develop and foster a lifelong learning culture across the department and support others in developing and accomplishing professional goals and objectives.

Collaborative Practice

- Leads collaboration across multidisciplinary teams and programs.
- Demonstrated experience working with initiative, autonomy and leading others in the pursuit of team goals.
- Demonstrated experience in leading people and programs at operational level with accountability for financial and people management functions.

- Lead and motivate staff to strive for and achieve interprofessional team goals and shared responsibility for the provision of care.

Communication

- Excellent verbal communication and interpersonal skills with the ability to interact with and influence a variety of stakeholders to achieve mutual understanding and agreed outcomes.
- Anticipates, identifies and addresses conflict and constructively address issues by respectfully communicating with influence.
- Facilitate open and effective communication across all levels of RCH Mental Health and more broadly across the organisation.
- Ensure systems are in place for coordinating and performing appropriate clinical handover and arrange follow-up to ensure patient care is maintained.

Continuous Improvement

- Identifies areas for continuous improvement within clinical service area, and initiates, plans and evaluates relevant service improvement activities.
- Ensures that service initiatives and research evidence are integrated into professional clinical practices, departmental work unit guidelines and service protocols as appropriate.
- Develops, reviews and contributes to policies, protocols and guidelines within clinical area.
- Builds support for change at a local level; uses influence positively to support team to embrace and adjust to change.
- Applies change management principles and strategies when implementing service improvements of project outcomes.
- Empowers team to identify, analyse, report and manage risks.
- Manages local risks and escalates appropriately to line manager and relevant stakeholders.
- Generates healthcare strategies and innovations at a team and clinical level that improve delivery of healthcare.

Supervision, Leadership and People Management

- Participate in clinical supervision.
- Operate with a high degree of autonomy.
- Holds responsibilities for people management and administration.
- Provide expert evidence based clinical mentoring, education and training consultation and supervision to staff and students.
- Promote and develop a dynamic, flexible, resilient and skilled multidisciplinary workforce through effective staff management, professional development opportunities and the coordination of the recruitment of new staff.
- Engage staff and provide guidance and performance feedback to team.
- Develop and implement operational service plans and ensure staff participation in planning process.
- Support and implement change initiatives as directed.
- Ensure timely and relevant reporting to internal stakeholders and external regulatory bodies.
- Contribute to strategic planning of the Department, aligned with organisational values and strategic plan.
- Provide technical leadership in area of expertise.
- Responsible for reporting on key performance indicators.
- Demonstrate emotional intelligence and self-awareness, particularly in stressful situations, to manage the impact of own assumptions, values, attitudes and behaviours on others.

Organisation and Planning

- Excellent organisational and planning skills with ability to prioritise workload and competing demands.
- Plan operating budgets and resource requirements.
- Monitor budget performance within area of responsibility.

Research

- Identifies research gaps or opportunities within area of clinical expertise.
- Operationalizes research in clinical area.
- Translates evidence into practice for service, department or area of clinical specialty.
- Embeds and shares information on current best practice for area of clinical specialty or service.
- Appropriately shares research through a variety of methods including conference abstracts or journal publications.
- Promotes internal and external research collaborations for area of clinical expertise.
- Aligns local research plan with the research strategy of the organisation and strategic focus of the discipline/work area.
- May act as a research leader including leading research protocol development, authoring publications or data analysis.
- Establishes or supports research partnerships within area of clinical expertise.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Registration with Psychology Board of Australia (Board)
- Area of practice endorsement in Clinical Psychology, Clinical Neuropsychology, or Education and Development Psychology
- Board-approved supervisor status, including Board approval as a 'Registrar Program Principal Supervisor'
- Experience working with children and adolescents with autism and neurodivergence
- Experience working within mental health
- Proven ability to lead a team and ability to work well as a senior team member
- Minimum 8 years' experience in health or related field

Desirable:

- Experience in leading others, mentoring and training.
- Publication experience in peer reviewed journals and at relevant conferences
- Experience working within a multidisciplinary team
- Have an experience in clinical practice in the area of paediatric psychology

KEY SELECTION CRITERIA

- Extensive clinical experience working with children and adolescents with autism and other developmental concerns
- Extensive experience conducting multidisciplinary tertiary level assessments
- Strong knowledge and understanding of autism and neurodivergence
- Excellent awareness of current research and theory, including neuroaffirming approaches
- Strong knowledge and understanding of child and adolescent mental health
- Thorough awareness of the relationship between mental health and developmental concerns
- Experience providing training and education, particularly in the developmental space
- Experience coordinating waiting lists, triaging referrals, etc.
- Experience providing clinical supervision
- Experience leading teams
- Demonstrated ability to build and maintain working relationships with key internal and external stakeholders

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 - 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	July 2026