

Position Description

Position title	Workforce Development Officer
Department / Division	Support After Sexual Harm (SASH) / Division of Allied and Digital Health
Classification	Social Worker Grade 3, Year 1 to Year 4 (SC31 – SC34) Psychologist Grade 3, Year 1 to Year 4 (PL1 – PL4) Occupational Therapist Grade 3 Year 1 to Year 4 (VG3 – VG6)
Position reports to	Operational: Workforce and Service Development Lead Professional: Discipline senior
No. of direct & indirect reports	0
Location	RCH, Parkville, Werribee and other Western Melbourne locations
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 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

ROLE CONTEXT
The Support After Sexual Harm (SASH) service at the RCH provides therapeutic counselling and support for children who have experienced sexual harm or engaged in harmful sexual behaviours and their families. SASH service delivery is underpinned by the following principles: • Trauma transformative practice • Child-centred family-focussed • Child Rights and justice. • Culture, identity and equity • Ecological and integrated • Partnerships and collaboration SASH is a Member of Sexual Assault Services Victoria (SASVic) and employs a team of clinicians with specialist skills and qualifications in working with children who have experienced sexual assault and engaged in harmful sexual behaviour and their families. SASH sits within the Allied and Digital Health Directorate at the RCH.
ROLE PURPOSE
The Workforce Development Officer works as an active part of the SASH Clinical Leadership Team to support the ongoing professional development needs of the service and its clinical team. This includes leading the delivery of SASH's orientation program for new clinicians, administering and operationalising SASH's credentialing and capability frameworks and supporting the development of a new graduate program for entry level sexual assault clinicians. The role will work closely with the Workforce and Service Development Lead and SASH Team Coordinators to support the development of clinicians in delivering high-quality evidence-based therapeutic interventions to children who have experienced sexual harm and their families by sourcing and communicating group and individual professional development opportunities and managing SASH's professional development registers. The role will co-work cases with less experienced clinicians, provide clinical supervision in line with SASH's supervision policy and provide support and clinical consultation to team members as required.
KEY ACCOUNTABILITIES
Provision of care • Provide advanced-practice risk assessment, support and therapeutic interventions for children/young people who have experienced sexual harm and their families. • Use a trauma focused model of recovery to promote child rights and justice, facilitate access, and support safety, wellbeing, and connection for children who have experienced sexual harm and their families. • Be a source of clinical expertise, advocacy and guidance, displaying independent decision making within the clinical stream, across the department and within the broader multidisciplinary team • Incorporate the diverse needs of all children, young people and their families, including those from Aboriginal and Torres Strait Islander, culturally and linguistically diverse and LGBTQI+ populations in the new graduate and student program. • Support the implementation and review of the SASH orientation program for new sexual assault clinicians joining the service to support high quality, evidence-based care and workforce retention and satisfaction. • Support the Workforce and Service Development Lead to implement and administer the SASH credentialing and capability framework, in consultation with other SASH senior staff, including mapping of core competencies and capabilities to learning and development opportunities and needs. • Develop and provide outcome focused education to SASH clinicians.

- Support clinicians to adhere to established clinical care ratios specified by the service and achieve Key Performance Indicators (KPIs), to meet allocation and appointment targets.
- Maintain clinical documentation, records and data as per discipline specific guidelines and RCH procedures and contribute to data collection requirements.
- Plan for, and effectively manage, contingencies that may affect the performance of healthcare activities
- Act to reduce error and sources of risk in own practice, as well as the broader discipline/ department and healthcare setting

Lifelong learning

- Comply with discipline requirements to participate in continuing professional development and ensure appropriate credentialling.
- Participate in relevant continuous professional development activities to ensure maintenance and currency of practice skills and approaches.
- Ensure processes, frameworks and/or support tools are in place for enhancing learning through reflection
- Foster a culture in which feedback is used as a positive strategy to enhance goals, awareness, and learning
- Participate in teaching (internal and external)
- Model a commitment to continuing professional development, and support junior staff in developing and accomplishing professional goals and objectives
- Actively promote an environment of lifelong learning

Collaborative practice

- Build and maintain relationships with key internal and external stakeholders
- Work in collaboration with multidisciplinary teams
- Work with initiative and autonomy while leading others in the pursuit of team goals
- Utilise a flexible and adaptable approach to functioning in a team environment to enhance the team's performance and ensure ongoing excellence in service delivery
- Promote and develop partnerships with healthcare and community providers as well as discipline networks
- Lead and motivate staff to strive for and achieve interprofessional team goals and shared responsibility for the provision of care

Communication

- Apply highly developed verbal communication, interpersonal skills and attention to detail with the ability to interact with a variety of stakeholders
- Foster and facilitate a culture of open and effective communication in which feedback is used positively to enhance self-awareness, goal setting and learning.
- Recognise issues that may lead to conflict and constructively address issues as they arise.
- Facilitate open and effective communication across all levels of the individual Department 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

- Lead the ongoing development, review and maintenance of the SASH orientation program for new SASH clinicians from entry level new graduates through to senior clinicians.
- Lead and contribute to departmental planning, continuous quality improvement projects and evaluation of services to uphold Gatehouse's commitment to ensuring safe, innovative, evidence-based effective and efficient service delivery in line with Strategic Plan.
- Develop education on identifying and responding to child sexual assault.

- Act to reduce error and sources of risk in own practice
- Contribute positively to change processes, through demonstrating flexibility and openness to change
- Develop awareness of governance requirements including safety and quality clinical practice guidelines, procedures and policies including how they apply to clinical role
- Manage local risks and escalate appropriately to supervisor and/or relevant stakeholder.
- Support and empower team to identify, assess, report and manage risks.

Supervision, leadership and people management

- Promote a culture in which clinical supervision is treated as part of core business of contemporary professional practice
- Provide specialist sexual violence clinical supervision, mentoring and informal support to support the professional development and wellbeing of sexual assault clinicians within the service.
- Provide professional and operational/administrative support to the Workforce and Service Development Lead and Team Coordinators as required to support the day-to-day functioning of the service.
- Participate in clinical supervision in accordance with local standard operating procedures and/or the RCH Allied Health Clinical Supervision Guideline which are based on the Victorian DoH Allied Health Clinical Supervision Framework.

Organisation and planning

- Apply highly developed organisational and planning skills with ability to prioritise workload and competing demands
- Contribute to strategic planning as part of departmental and / or multidisciplinary leadership team

Research

- Understand the principles of evidence-based practice, and critically evaluate clinical practice considering available evidence, experience and patient/ family values and circumstances
- Evaluate current practice with respect to the evidence.
- Find, critically review, share, evaluate and interpret literature and apply to current role/service.
- Support a research culture and agenda
- Contribute to research agenda through assisting research projects (e.g., contributing to participant recruitment, data entry, questionnaire/audit design as part of a research project in work area)
- Appropriately share evidence (e.g., presents at journal club, special interest groups)
- Work with team/department to identify research gaps and takes opportunities to engage academic partners.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Recognised qualification in relevant discipline with current registration with AHPRA or eligibility for membership with professional body (where relevant)
- Experience in the provision of clinical supervision
- Experience in developing and delivering education/training programs for clinical staff, interns and/or students.

For Social Work applicants:

- Degree in Social Work from an accredited course/university
- Be eligible for membership of the AASW
- Meet AASW accreditation standards for Continuing Professional Education
- Uphold the AASW Code of Ethics

For Psychology applicants:

- Completion of accredited Master or Doctoral program in an area of practice recognised by the Psychology Board of Australia. (Note Master of Professional Psychology qualification does not meet this criterion)
- Hold general registration with the Psychology Board of Australia
- Hold an Area of Practice Endorsement with the Psychology Board of Australia
- Hold Board-approved supervisor status, including Psychology Board of Australia approval as a 'Registrar Program Principal Supervisor'
- Have a minimum of five years professional experience as a Psychologist
- Continuously satisfy the Psychology Board of Australia continuing professional development standards
- Uphold the Psychology Board of Australia Code of Conduct

For Occupational Therapist applicants:

- Recognised graduate-entry qualification in Occupational Therapy (Bachelor, Masters or Doctorate)
- Registered to practice as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)
- Eligibility for membership with Occupational Therapy Australia

Desirable:

- Post Graduate qualification in Allied Health, Clinical Education, Clinical Teaching, Health Leadership or a related field.
- Experience providing therapeutic interventions to children and young people who have experienced sexual harm or engaged in harmful sexual behaviour and their families
- At least 7 years' experience in relevant professional field

KEY SELECTION CRITERIA

- Demonstrated ability to provide advanced support, risk assessment and therapeutic services to children/young people.
- Demonstrated ability to provide professional clinical supervision, mentoring and informal support to other clinicians.
- Excellent professional, interpersonal, communication and self-reflection skills to enable effective work and relationships with colleagues and stakeholders.
- Demonstrated advanced ability to participate in and contribute to a positive team environment – including building trust, fostering feedback and open communication, group accountability, and team results.
- Demonstrated advanced ability to work autonomously and be accountable and responsible for decisions.
- Advanced ability to incorporate new knowledge into practice and adapt practice approach to changing organisational or systemic needs or emerging evidence-base.
- Commitment to promoting diversity, inclusion and timely, needs based access for children/young people and their families.
- Highly developed and advanced organisational and planning skills with ability to prioritise workload and competing demands.
- Demonstrated ability to manage project/research work independently
- Excellent computer literacy skills

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.
- Required to participate on Gatehouse's after-hours crisis response roster.

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	August 2026
-----------------------------------	-------------