

Allied Health Manager – Mental Health (CCLHD)

POSITION TITLE <i>CCLHD - Position Title - Speciality</i>	Allied Health Manager- Mental Health (CCLHD)
AWARD	Does this role require Multiple Awards? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Award: Health Managers (State) Award
	Classification: Health Services Manager 3
SUPERVISORY	Does this role manage or supervise others? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Job Category	As per Position Number in Stafflink
Job Classification	As per Position Number in Stafflink
Job Speciality	As per Position Number in Stafflink

PRIMARY PURPOSE MAXIMUM 3400 characters <i>This must be a concise statement consisting of one or two sentences describing the primary purpose of the role and how it meets service needs.</i>	<p>The Allied Health Manager- Mental Health takes a senior leadership role in the professional and clinical leadership of Allied Health, including the operational management of Allied Health and peer workers within the Mental Health Inpatient Units. This role reports to the Director of Central Coast Mental Health Service.</p> <p>The Manager is responsible for ensuring safe, high quality, efficient, effective and integrated services which meets patient, community and organisational needs.</p> <p>This responsibilities of this role are broad and include creation, implementation and evaluation of clinical and operation processes, development of innovative projects involving internal and external collaboration and partnerships and the financial operation and management of Allied Health Staff employed within the Mental Health Service. Provide strategic and professional input to the Directorates of Allied Health and Mental Health through consultation, collaboration, planning and supporting the identification of contemporary Allied Health Workforce models and take a lead role in ensuring the effective implementation of the National Disability Scheme within mental health service.</p>
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STANDARD KEY ACCOUNTABILITIES MAXIMUM 3800 characters Recommended maximum of 8 key accountabilities (excluding the mandatory accountabilities)	<ul style="list-style-type: none"> • Demonstrated commitment to Caring for the Coast vision, goals and strategies, with demonstrated behaviours which align with the NSW Health CORE values and CCLHD values and behaviours charter • Provide leadership to Allied Health Staff, ensuring the provision of safe services at all tme. • Actively progress the growth and development of the Allied Health roles, in line with service agreements, policy directions and client demand. • Communicate, promote and progress the vision and strategic plan of the Allied Health Stff within the Mental Health Inpateint Units. • Assist Mental Health Managers in matters relating to Allied Health workforce and service delivery when working with patients with a mental illness.
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<p>THIS IS NOT A TASK LIST Accountabilities are the overarching statements under which a number of tasks would sit</p>	<ul style="list-style-type: none"> Promote the uptake of integrated clinical care and multi-disciplinary team work and participation including ensuring the physical health and mental health needs of patients are supported by multidisciplinary teams. Provide strategic direction and leadership regarding the delivery of high quality, efficient Allied Health services across the Mental Health Directorate, including advice, direction and support in clinical matters, service delivery, models of care, workforce and finance. Lead and promote the quality and safety of Allied Health services by developing a culture of quality improvement and research through the use of quality improvement initiatives and contributing to the promotion of effective clinical governance Monitor compliance and facilitate alignment with relevant scope of practice, clinical documentation and activity recording and reporting requirements for allied health clinicians across the Mental Health Directorate, and work in partnership with operational and profession-specific managers to improve consistency of practice and performance. Encourage a culture of learning and collaboration by overseeing clinical/student placements, participating in Allied Health recruitment, identifying and promoting access to Allied Health specific training and education opportunities, and maintaining standards of mentorship and clinical and cultural supervision. Oversee the day to day operation of Mental Health Inpatient Allied Health staff, in conjunction with the NUMS of the Mental Health Inpatient Units. Improve career opportunities within Mental Health for Allied Health staff by promoting mental health as a positive career choice, managing an allied health casual pool, and ensuring allied health are provided with support and opportunities to grow through the service. 	
<p>ADDITIONAL KEY ACCOUNTABILITIES Department specific accountability</p>	<p><i>These are departmental/speciality specific and are not seen by the applicant and you will need to notify recruitment if they are to be part of the position description at time of advertising.</i></p>	
<p>KEY CHALLENGES (OPTIONAL) <i>The Key Challenges that would be regularly encountered in the role and does not include those that happen intermittently and should not restate the Key Accountabilities.</i></p>	<ul style="list-style-type: none"> To engage and lead effective change management Managing a complex and diverse team of clinicians with a broad scope of practice across multiple disciplines Allocation of Allied Health resources to meet MH demands Managing staff across multiple sites Professional leadership to staff that are not operationally managed by the role. Balance Directorate and District priorities for Allied Health. Increase the range of allied health roles working within the Directorate. 	
<p>WHO YOU ARE WORKING WITH MAXIMUM of 3</p>	<p>WHO <i>(maximum 200 characters)</i></p> <p>Director of Mental Health and Mental Health Executive</p>	<p>WHY <i>(maximum 500 characters)</i></p> <p>Leadership and accountability for operational and/or strategic direction of Mental Health service delivery, or organisational</p>

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<p>Both sections to be completed</p> <p><i>These are generic relationships and should not reference specific names or roles eg Senior management. Outline the key Internal / External stakeholders and customers the role is expected to interact with on a regular basis</i></p>		structure, specifically in relation to Allied Health services and staffing
	Director of Allied Health and Professional Department Heads	Work as part of the Allied Health Management team to support the governance and improve the quality and safety of all Allied Health services. Leadership and accountability regarding the strategic direction of Allied Health services and developing consistency between Directorates. Identify opportunities for increased collaboration and partnerships in care for patients with a mental illness across all allied health professions.
	Allied Health Clinicians within the Mental Health Directorate	Collaboration and provision of clinical and professional leadership, facilitation of clinician engagement and collaboration regarding patient care to support the delivery of best practice patient-centred care
<p>External Relationships</p> <p>MAXIMUM of 2 Both sections to be completed</p>	Community Managed Organisations, Community Groups, Service Partners and other relevant stakeholders including NDIS providers.	Providing Allied Health Mental Health representation at various forums and consulting with relevant stakeholders as necessary
	Universities and Educational Institutions	Foster relationships and develop opportunities for student placements and a sustainable Allied Health workforce in Mental Health

FINANCIAL DELEGATION	<input checked="" type="checkbox"/> As per delegation manual	<input type="checkbox"/> Other \$ Click here to enter text. please specify the monetary value of the financial delegation (ex: 5000.00).
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ESSENTIAL REQUIREMENTS	
<p><i>What the applicant must have eg Qualification, Working with Children Check, National Criminal Record Check</i></p>	<p>Supervisor</p> <p>As a manager you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the Workplace</p> <ul style="list-style-type: none"> • Current unrestricted NSW driver’s license and the ability and willingness to travel across sites within the District • National Criminal Record Check

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	<ul style="list-style-type: none"> • Working with Children Check • Vaccination A/ Immunisation requirement <p>Tertiary qualifications in an Allied Health profession with current professional registration with AHPRA (where relevant) and / or eligibility for practicing membership with the relevant peak professional association.</p>
<p>SELECTION CRITERIA <i>If essential criteria are to be addressed through the selection process they need to be added into the Selection Criteria.</i> (Maximum of 8 including Caring for the Coast)</p>	<ul style="list-style-type: none"> • Tertiary qualifications as an Allied Health Professional with current professional registration with AHPRA and / or eligibility for practicing membership with the relevant National peak professional association. • Extensive postgraduate clinical experience as an Allied Health professional in a clinical setting with a commitment to recovery-focussed, high quality multidisciplinary physical and mental health care. • High level recent experience in management of a multidisciplinary team with proven ability to develop and maintain a competent and cohesive clinical team incorporating different disciplines and professional groups, supporting clinicians with varied levels of experience and seniority, managing performance, supporting professional development, and understanding the current issues facing allied health clinicians within mental health both locally and across the state. • Demonstrated experience and proven ability to effectively identify, plan, organise and allocate resources (time, financial, human, material and facilities) which relate to mental health service provisions. • Well-developed interpersonal, communication, consultation and negotiation skills with a demonstrated ability to develop and refine strategic relations both within and external to the organisation. Knowledge of and commitment to the effective and meaningful engagement of clinicians in decision-making processes that foster positive patient outcomes • Demonstrated experience in project management, including, planning, implementation and evaluation activities, including the ability to develop and maintain effective relationships with Senior Management to provide advice and recommendations across a large and complex organisation • Demonstrated understanding of how the District is Caring for the Coast and how this role would contribute
<p>ADDITIONAL SELECTION CRITERIA <i>Department specific criteria if required.</i></p>	<p><i>These are departmental/speciality specific and are not seen by the applicant and you will need to notify recruitment if they are to be part of the position description at time of advertising.</i></p>

<p>DISQUALIFICATION QUESTIONS (Not available for go-live)</p>	<p>Question: Click here to enter text.</p>	<p>If Yes: Choose an item. If No: Choose an item.</p>
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<p><i>Disqualification questions relate to mandatory requirements for a position. These requirements may disqualify a candidate from submitting an application.</i></p>	<p>Question: Click here to enter text.</p>	<p>If Yes: Choose an item. If No: Choose an item.</p>
	<p>Question: Click here to enter text.</p>	<p>If Yes: Choose an item. If No: Choose an item.</p>

JOB DEMANDS CHECKLIST
<p>The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.</p> <p>Each position should be assessed at the site as to the incumbent’s (or future incumbent’s) WHS responsibilities specific to the position.</p>

Job Demands Frequency Key	
I = Infrequent	intermittent activity exists for a short time on a very infrequent basis
O = Occasional	activity exists up to 1/3 of the time when performing the job
F = Frequent	activity exists between 1/3 and 2/3 of the time when performing the job
C = Constant	activity exists for more than 2/3 or the time when performing the job
R = Repetitive	activity involved repetitive movements
N = Not Applicable	activity is not required to perform the job

Note: any entries not assigned a value will be automatically set to "N"

Click on “Not Applicable” to make a selection from the drop box.

PHYSICAL DEMANDS – description (Comment)	FREQUENCY
	Job Demands Frequency Key
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining in a standing without moving about to perform tasks	Frequent
Walking – floor type; even/uneven/slippery, indoors/outdoors, slopes	Frequent
Running – floor type; even/uneven/slippery, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – Forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to performance tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15kg)	Not Applicable
Lifting/Carrying – light lifting and carrying (16kg and above)	Not Applicable

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Reaching – arms fully extended forward to raise above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulations – gripping, holding, clasping with fingers or hands	Not Applicable
Working at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle.)	Frequent
SENSORY DEMANDS – Description (comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-rays, computer screen)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS – Description (comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patient/clients	Not Applicable
Exposure to Distressing Situations – child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS – Description (comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trip, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

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CAPABILITIES FOR THE ROLE

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities. Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. **If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.**

Click here to read more about [Capability Framework](#)

Select from the drop down list, defaulted to Foundational.

Capability Group	Focus?	Capability Name	Level
	<input checked="" type="checkbox"/>	Display Resilience and Courage	Advanced
	<input checked="" type="checkbox"/>	Act with Integrity	Advanced
	<input checked="" type="checkbox"/>	Manage self	Advanced
	<input checked="" type="checkbox"/>	Value Diversity	Advanced
	<input checked="" type="checkbox"/>	Communicate Effectively	Advanced
	<input checked="" type="checkbox"/>	Commit to Customer Service	Advanced
	<input checked="" type="checkbox"/>	Work Collaboratively	Advanced
	<input checked="" type="checkbox"/>	Influence and Negotiate	Advanced
	<input checked="" type="checkbox"/>	Deliver Results	Advanced
	<input checked="" type="checkbox"/>	Plan and Prioritise	Advanced
	<input checked="" type="checkbox"/>	Think and Solve Problems	Advanced
	<input checked="" type="checkbox"/>	Demonstrate Accountability	Advanced
	<input checked="" type="checkbox"/>	Finance	Advanced
	<input checked="" type="checkbox"/>	Technology	Adept
	<input checked="" type="checkbox"/>	Procurement and Contract Management	Adept
	<input checked="" type="checkbox"/>	Project Management	Advanced
	<input checked="" type="checkbox"/>	Manage and Develop People	Advanced
	<input checked="" type="checkbox"/>	Inspire Direction and Purpose	Advanced
	<input checked="" type="checkbox"/>	Optimise Business Outcomes	Advanced
	<input checked="" type="checkbox"/>	Manage Reform and Change	Advanced