

NBMLHD Role Description Template

Deputy Director Allied Health

Our Values	CORE	Collaboration Openness Respect Empowerment
Division/Branch/Unit		
StaffLink Position number		
Classification/Grade/Band	Health Manager 5	
Cost Centre Code	363693	
Multi-Award	No	
Award/s	Health Managers Award	
ANZSCO Code	(insert the code if known)	
PCAT Code	(insert the code if known)	
Job Category		
Job Classification		
Vaccination Category	Category B	
Pre-employment screening checks	Working With Children and National Criminal Record Check	
Agency Website	www.nbmlhd.health.nsw.gov.au/	

PRIMARY PURPOSE OF THE ROLE

The Deputy Director Allied Health reports directly to the Director Allied Health, Research, & Strategic Partnerships. The position is responsible for driving excellence in professional governance and delivering key strategic and business objectives for the NBMLHD Allied Health Directorate. This includes driving the shift from volume to value based care, leading significant change projects, and executive oversight of allied health data analytics and workforce programs. The Deputy Director is responsible for ensuring the team in the Allied Health Directorate have a focus on delivering key operational objectives. The Deputy Director will be expected to deputise for the Director Allied Health, Research & Strategic Partnerships as needed.

KEY ACCOUNTABILITIES

1. Provide expert advice to the Director Allied Health, other executives, and NBMLHD peak clinical and corporate governance bodies on issues including strategic planning, professional governance, policy development, allied health education and research.
2. Lead the development and implementation of monitoring systems and structures of professional governance including professional standards of practice, policy and procedure development and review, competencies, registration, credentialing, clinical practice supervision models, and professional development programs amongst health professionals within the discipline.
3. Contribute to the strategic direction of the LHD and the Allied Health Directorate; develop a vision, lead change; implement, monitor and evaluate professional governance and workforce planning and service strategies for allied health professionals in an environment of change and growth.
4. Provide high level advice to District executive and facility/service senior managers on allied health professional governance matters including credentialing and scope of practice, recruitment and retention,

	Award compliance, deployment of staff, and assist with performance management and management of complaints and concerns about allied health professionals and managers.
5.	Manage critical issues relating to allied health and provide expert advice, prepare high level briefs, submissions, and reports to the Chief Executive as required.
6.	Drive value based health care, clinical redesign and translational research to improve allied health models of care including leadership of initiatives to partner with consumers in service design and evaluation, taking a district wide and person centred approach.
7.	Lead programs of work in the Allied Health Directorate that deliver on strategic plans, including implementation of the Allied Health Minimum Dataset Extension and allied health data analytics, workforce development and building research capacity.

KEY CHALLENGES

1.	Providing executive leadership to address multiple complex issues across all allied health disciplines with sensitivity to relationships with stakeholders, legislation, service delivery impacts, the broader workforce context, and industrial considerations.
2.	Working in a limited resource context, identifying opportunities and implementing innovative solutions to support allied health professionals in service delivery, workforce development and professional governance
3.	Anticipating and responding to challenges which may impede effective delivery against strategic objectives, including identifying mechanisms to mitigate risk

KEY RELATIONSHIPS

Internal

Who Maximum of 200 characters per line	Why Maximum of 200 characters per line
Director of Allied Health, Research, & Strategic Partnerships	<ul style="list-style-type: none"> Line management Strategic, governance, and executive functions
Executives, senior operational managers and senior allied health professionals in NBMLHD	<ul style="list-style-type: none"> Key stakeholders for consultation and implementation of initiatives and to address challenges
Allied Health Directorate staff and business partners in Human Resources, Organisational Development, Finance and Clinical Governance	<ul style="list-style-type: none"> Critical roles for executing on the accountabilities for the Deputy Director role.

External

Who	Why Maximum of 3 points for each and a maximum of 200 characters. Briefly describe why it is a key relationship.
Key staff in public health organisations and related government agencies	<ul style="list-style-type: none"> Development of strategic partnerships to enable delivery on strategy and programs of work for which the Deputy Director is responsible.

ROLE DIMENSIONS

Decision making

- The District's Vision, Core Values, and strategic priorities provide the context for this role
- Plans, leads and organises the work of teams and manages resources through appropriate procurement processes.
- Refers to the Director decisions which require a higher delegation or approval.
- The Deputy Director will be delegated to make decisions on behalf of the Director of Allied Health, Research, & Strategic Partnerships during periods when the Director is absent.

Reporting line

- This role reports to the Director of Allied Health, Research, & Strategic Partnerships

SELECTION CRITERIA

-
1. Relevant tertiary qualifications and/or equivalent experience with expert knowledge of allied health clinical services across the spectrum of allied health disciplines.
-
2. Experience as a senior manager including management of complex health services requiring specialist knowledge across a geographical area.
-
3. Demonstrated capability as an exemplary role model of the CORE values as a senior leader, acting with integrity at all times.
-
4. Superior communication skills with the ability to lead, influence and negotiate at a senior executive level and the ability to build and sustain strategic partnerships internal and external to the organisation.
-
5. Demonstrated ability to deliver results in complex work streams that improve achievement of KPIs and/or strategic objectives, drawing on best available evidence, expert advice and exercising judgment to solve service problems.
-
6. Demonstrated ability as an executive leader to contribute to shaping the organisation's strategic plans and to lead work to execute on the strategic objectives.
-
7. Ability to promote an environment that enables innovation and drives value based care in allied health, including actively promoting a learning culture inclusive of all allied health disciplines.
-
8. Expert knowledge of allied health professional governance and contemporary allied health workforce issues, and a sound understanding of regulation of allied health professions and monitoring and compliance with allied health professional standards.
-





ESSENTIAL REQUIREMENTS

- National Criminal Record Check and Working with Children Check


KEY KNOWLEDGE AND EXPERIENCE

- Substantial senior management experience involving allied health professionals and contribution to the development of health services

CAPABILITIES REQUIRED FOR THE ROLE

PSC Capability Group	Tick if a Focus Capability	Capability	Competency Level Required					
			Read the PSC behavioural indicators for each level for the listed capabilities before selecting a level.					
 Personal Attributes	✓	Display Resilience and Courage	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	✓ Advanced	<input type="checkbox"/> Highly Advanced
	✓	Act with Integrity	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	✓ Advanced	<input type="checkbox"/> Highly Advanced
	<input type="checkbox"/>	Manage Self	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	✓ Advanced	<input type="checkbox"/> Highly Advanced
	✓	Value Diversity	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	✓ Advanced	<input type="checkbox"/> Highly Advanced
 Relationships	<input type="checkbox"/>	Communicate Effectively	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	✓ Advanced	<input type="checkbox"/> Highly Advanced
	✓	Commitment to Customer Service	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	✓ Intermediate	<input type="checkbox"/> Adept	<input type="checkbox"/> Advanced	✓ Highly Advanced
	<input type="checkbox"/>	Work Collaboratively	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	✓ Advanced	<input type="checkbox"/> Highly Advanced
	✓	Influence and Negotiate	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	<input type="checkbox"/> Advanced	✓ Highly Advanced
 Results	✓	Deliver Results	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	<input type="checkbox"/> Advanced	✓ Highly Advanced
	✓	Plan and Prioritise	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	✓ Advanced	<input type="checkbox"/> Highly Advanced
	<input type="checkbox"/>	Think and Solve Problems	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	✓ Advanced	<input type="checkbox"/> Highly Advanced
	<input type="checkbox"/>	Demonstrate Accountability	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	✓ Advanced	<input type="checkbox"/> Highly Advanced
 Business Enablers	<input type="checkbox"/>	Finance	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	✓ Adept	<input type="checkbox"/> Advanced	<input type="checkbox"/> Highly Advanced
	<input type="checkbox"/>	Technology	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	✓ Adept	<input type="checkbox"/> Advanced	<input type="checkbox"/> Highly Advanced
	<input type="checkbox"/>	Procurement and Contract Management	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	✓ Advanced	<input type="checkbox"/> Highly Advanced
	✓	Project Management	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	✓ Advanced	<input type="checkbox"/> Highly Advanced

CAPABILITIES REQUIRED FOR THE ROLE

PSC Capability Group	Tick if a Focus Capability	Capability	Competency Level Required					
			<i>Read the behavioural indicators for each level for the listed capabilities before selecting a level.</i>					
 People Management	<input type="checkbox"/>	Manage and develop people	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	✓ Advanced	<input type="checkbox"/> Highly Advanced
	✓	Inspire direction and purpose	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	✓ Advanced	<input type="checkbox"/> Highly Advanced
	✓	Optimise business outcomes	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	✓ Advanced	<input type="checkbox"/> Highly Advanced
	<input type="checkbox"/>	Manage Refer and Change	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	✓ Advanced	<input type="checkbox"/> Highly Advanced

N/A – Not Applicable

PHYSICAL DEMANDS CHECKLIST

Physical Demands (Do not add or delete items from this list)	Frequency Select from the drop down menu
Sitting - remaining in a seated position to perform tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Occasional
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
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 perform tasks	Infrequent
Kneeling - remaining in a kneeling posture to perform tasks	Infrequent
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Infrequent
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Infrequent
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Infrequent
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Frequent
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Infrequent
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Not applicable
Reaching - Arms fully extended forward or raised above shoulder	Occasional
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Infrequent
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Infrequent
Hand & Arm Movements - Repetitive movements of hands and arms	Infrequent
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Infrequent
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Not applicable
Driving - Operating any motor powered vehicle	Occasional
Sensory Demands	Frequency
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Constant
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Frequent
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	Frequency
Distressed People - e.g. Emergency or grief situations	Not applicable
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	Not applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not applicable
Restraining - involvement in physical containment of patients / clients	Not applicable
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	Not applicable
Environmental Demands	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 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 trips, 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 15C or more than 35C	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 - e.g. exposure to body fluids, bacteria, infectious diseases	Not applicable

Template created by	Name	Date
	Karen Arblaster	27 May 2022

FORM SUBMISSION

Recruitment & Transactions
NBMLHD-Recruitment@health.nsw.gov.au
 Telephone: 02 4734 3777 – Select “Option 1”

Recruitment and & Transaction Use Only

Audited and approved by HRBP	Name	Date

R&T Officer Uploaded PD into ROB	Name	Date