

NBMLHD Role Description Template

Allied Health Workforce and Policy Manager

Our Values	CORE	Collaboration Openness Respect Empowerment
Division/Branch/Unit	Directorate of Allied Health, Research and Strategic Partnerships	
StaffLink Position number		
Classification/Grade/Band	Health Manager 3	
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 Allied Health Workforce and Policy Manager develops, implements and maintains district-wide projects and policies that support the allied health workforce, professional governance and contribute to key strategic and business objectives for the NBMLHD Allied Health Directorate.

KEY ACCOUNTABILITIES

1. Manage the project cycle including developing project plans, identifying and coordinating resources, and meeting reporting requirements to ensure project outcomes are achieved on time, to quality standards within agreed scope.
2. Continuously monitor and evaluate all aspects of project implementation including risk and contingency management, benefits realisation, project impact and quality measures to achieve success of projects, policies and programs.
3. Develop and maintain stakeholder relationships through effective communication, negotiation and issues management to ensure project deliverables are met.
4. Explore and evaluate new policies, programs, and initiatives, in order to provide sound strategic advice on their potential application in NBMLHD and achieve strategic objectives.
5. Provide high quality advice and support to the Director of Allied Health, Research & Strategic Partnerships, Deputy Director Allied Health and senior managers and other relevant stakeholders in relation to the delivery and implementation of key projects,

programs and policies. Includes preparation of reports, discussion papers, briefs and submissions.
6. As a leader promote and exemplify the CORE values, support the Directorate's work to develop a District wide culture of innovation, excellence, collaboration and person centred care, ensuring these principles are embedded in workforce practices and allied health policies and procedures.
7. Administration, recruitment, onboarding, and coordination of staff as applicable for projects and programs managed by the position including the District Allied Health Short Term Staff Pools and the Aboriginal Allied Health Cadetship Program. Coordinate allied health new graduate recruitment in collaboration with allied health managers.
8. Manage District Allied Health policies and procedures, including developing new policies and procedures, ensuring alignment with Ministry of Health policies and frameworks, professional standards and best available evidence.

KEY CHALLENGES

1. Develop and implement policies and programs that balance multiple complex issues across all allied health disciplines with sensitivity to relationships with stakeholders, service delivery impacts, the broader workforce context, and industrial considerations.
2. Completing projects in agreed timeframes and performance standards while also managing a fluctuating workload of other tasks.
3. Proactively managing communications and relationships with internal and external stakeholders.

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 Provide advice and report on the status of projects Escalate issues and provide solutions
Deputy Director Allied Health and Directorate staff	<ul style="list-style-type: none"> Project direction, oversight and management
Operational managers and senior allied health professionals in NBMLHD	<ul style="list-style-type: none"> Key stakeholders for consultation and implementation of projects, programs, and policies

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 NSW Health, public health organisations and other external agencies	<ul style="list-style-type: none"> Stakeholder engagement, advice and maintain networks to support initiatives

ROLE DIMENSIONS

Decision making

As per delegation and Policy and Procedure for LHD. The District's Vision, CORE values, strategic priorities and accountability framework also provide the context for decision making with this role.

Reporting line

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

SELECTION CRITERIA

1. Tertiary qualifications in a health related field and/or demonstrated equivalent professional experience with expert knowledge of allied health professional, clinical and workforce issues.
2. Demonstrated ability to role model the CORE values, to innovate and a demonstrated commitment to excellence, diversity and inclusion, and person centred care.
3. Demonstrated project management and analytical/problem solving skills applied in a healthcare environment.
4. Demonstrated knowledge and experience of allied health services across a broad range of disciplines, clinical areas and models of care.
5. Sound knowledge of the Australian healthcare sector, health policy, and health workforce at a local, state and national level
6. Demonstrated high level interpersonal skills, and written communication skills including the ability to collaborate, communicate, consult and negotiate with managers, health staff, and service partners
7. Well-developed organisation skills and capacity to manage a complex and broad work-load in a setting of competing priorities
8. Demonstrated ability to think creatively, analyse situations, evaluate, research and analyse data, identifying trends and preparing briefs and reports to support informed decision-making and planning


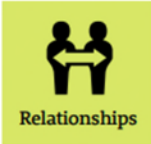


ESSENTIAL REQUIREMENTS

- Demonstrated skills and experience in managing all stages of the project cycle (planning, development, implementation, monitoring and evaluation).
- Relevant tertiary qualifications or demonstrated equivalent professional experience at a senior level in an allied health context


KEY KNOWLEDGE AND EXPERIENCE

- Knowledge and experience in allied health service delivery and a broad understanding of allied health professions, professional governance and workforce issues.

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	<input type="checkbox"/>	Display Resilience and Courage	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input checked="" type="checkbox"/> Adept	<input type="checkbox"/> Advanced	<input type="checkbox"/> Highly Advanced
	<input type="checkbox"/>	Act with Integrity	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input checked="" type="checkbox"/> Adept	<input type="checkbox"/> 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 checked="" type="checkbox"/> Adept	<input type="checkbox"/> Advanced	<input type="checkbox"/> Highly Advanced
	<input checked="" type="checkbox"/>	Value Diversity	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	<input checked="" type="checkbox"/> Advanced	<input type="checkbox"/> Highly Advanced
 Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input checked="" type="checkbox"/> Adept	<input type="checkbox"/> Advanced	<input type="checkbox"/> Highly Advanced
	<input type="checkbox"/>	Commitment to Customer Service	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input checked="" type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	<input type="checkbox"/> Advanced	<input type="checkbox"/> Highly Advanced
	<input checked="" type="checkbox"/>	Work Collaboratively	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input checked="" type="checkbox"/> Adept	<input type="checkbox"/> Advanced	<input type="checkbox"/> Highly Advanced
	<input type="checkbox"/>	Influence and Negotiate	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input checked="" type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	<input type="checkbox"/> Advanced	<input type="checkbox"/> Highly Advanced
 Results	<input checked="" type="checkbox"/>	Deliver Results	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input checked="" type="checkbox"/> Adept	<input type="checkbox"/> Advanced	<input type="checkbox"/> Highly Advanced
	<input checked="" type="checkbox"/>	Plan and Prioritise	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input checked="" type="checkbox"/> Adept	<input type="checkbox"/> Advanced	<input type="checkbox"/> Highly Advanced
	<input checked="" type="checkbox"/>	Think and Solve Problems	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input checked="" type="checkbox"/> Adept	<input type="checkbox"/> Advanced	<input type="checkbox"/> Highly Advanced
	<input checked="" type="checkbox"/>	Demonstrate Accountability	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input checked="" type="checkbox"/> Adept	<input type="checkbox"/> Advanced	<input type="checkbox"/> Highly Advanced
 Business Enablers	<input type="checkbox"/>	Finance	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	<input type="checkbox"/> Advanced	<input type="checkbox"/> Highly Advanced
	<input type="checkbox"/>	Technology	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input checked="" type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	<input type="checkbox"/> Advanced	<input type="checkbox"/> Highly Advanced
	<input type="checkbox"/>	Procurement and Contract Management	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	<input type="checkbox"/> Advanced	<input type="checkbox"/> Highly Advanced
	<input checked="" type="checkbox"/>	Project Management	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	<input checked="" type="checkbox"/> 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 checked="" type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	<input type="checkbox"/> Advanced	<input type="checkbox"/> Highly Advanced
	<input type="checkbox"/>	Inspire direction and purpose	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input checked="" type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	<input type="checkbox"/> Advanced	<input type="checkbox"/> Highly Advanced
	<input type="checkbox"/>	Optimise business outcomes	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input checked="" type="checkbox"/> Intermediate	<input type="checkbox"/> Adept	<input type="checkbox"/> Advanced	<input type="checkbox"/> Highly Advanced
	<input checked="" type="checkbox"/>	Manage Reform and Change	<input type="checkbox"/> N/A	<input type="checkbox"/> Foundational	<input type="checkbox"/> Intermediate	<input checked="" type="checkbox"/> Adept	<input type="checkbox"/> 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	Frequent

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	30 May 2022

FORM SUBMISSION

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

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Audited and approved by HRBP	Name	Date

R&T Officer Uploaded PD into ROB	Name	Date