

Maryborough District Health Service

POSITION DESCRIPTION

Position Title:	Director, Allied Health and Community Services
Reports To:	Executive Director of Care
Direct Reports:	Manager Medical Imaging Allied Health Manager Pharmacy Manager Dental Manager
Directorate:	Care
Classification:	Grade 6 – 7
Employment Conditions:	Allied Health Professionals (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2026
Qualifying Period:	6 months from commencement date.

Maryborough District Health Service

Maryborough District Health Service (MDHS) is located on the traditional lands of the Dja Dja Warrung People of the Kulin Nation and services the Central Goldfields and Pyrenees Shire with campuses in Avoca, Dunolly and Maryborough. The strong clinical and social links between the three campuses ensure that qualified staff who are committed to high standards of person-centred care for the community. MDHS is one of the largest employers in the region, providing the perfect setting to become part of our team and community.

Our Vision

Changing the healthcare story with our community.

Our Values



Our Promise

- Seeking to understand you as a person, not as a condition.
- Caring for you with compassion and kindness.
- Treating you fairly and respectfully, on every occasion.
- Keeping you safe and informed with open and honest communication.

The Position

The Director is responsible for leading, managing, and overseeing the delivery of Allied Health and Community Services across MDHS. This role ensures that allied health professionals—such as physiotherapists, occupational therapists, speech therapists, dietitians, social workers, and other allied health practitioners—deliver high-quality, patient-centered care while adhering to professional standards and organisational objectives.

The Director provides strategic leadership, promotes best practice, enhances service delivery, and ensures that services are integrated with other clinical and operational functions. The role also includes managing team performance, budgets, developing professional skills, ensuring compliance with regulatory standards, and continuously improving patient care outcomes.

Key Responsibilities

The Director, Allied Health and Community Services will:

Leadership and Strategic Planning

- Lead, manage, and motivate a team of Allied Health and Community Services professionals, ensuring effective recruitment, retention, and performance management.
- In conjunction with the Executive Director of Care, develop and implement the strategic direction for Allied Health and Community Services in alignment with the organisation's overall objectives and healthcare delivery goals.
- Collaborate with senior leadership and other departments to ensure the integration of services with broader clinical services and operational goals.
- Provide expert advice and support to the Executive Team on matters related to Allied Health and Community Services, patient care, and staff development.

Operational Management

- Oversee the operational management of Allied Health and Community Services, including service delivery, resource allocation, and staffing.
- Ensure efficient and effective use of resources, including budgeting, staffing, and equipment management.
- Establish and manage performance indicators to monitor the effectiveness, quality, and efficiency of Allied Health services.
- Optimise workflows and systems to improve the patient experience and ensure timely, high-quality care.

Quality and Compliance

- Ensure compliance with healthcare regulations, professional standards, and best practices within Allied Health and Community Services.
- Establish and implement policies and procedures that support high-quality care delivery, patient safety, and risk management.
- Lead quality improvement initiatives and foster a culture of continuous learning and improvement within the Allied Health and Community Services team.
- Monitor and ensure compliance with regulatory bodies and accreditation standards in Allied Health services.

Staff Development and Education

- Foster a culture of professional development, mentoring, and continuous learning for all Allied Health and Community Services staff.
- Develop training programs and educational opportunities to ensure staff are kept up-to-date with the latest research, technologies, and clinical practices.
- Provide support for career development and advancement, including opportunities for leadership development within Allied Health and Community Services.
- Manage performance appraisals, conduct regular feedback sessions, and address performance issues when needed.

Collaboration and Interdisciplinary Work

- Promote collaboration between Allied Health professionals and other clinical disciplines to ensure comprehensive and integrated patient care.
- Facilitate interdisciplinary care planning, working closely with physicians, nurses, and other healthcare providers to ensure holistic care delivery.
- Actively engage in and promote multidisciplinary team meetings, ensuring Allied Health professionals are well-represented in patient care discussions.

Patient-Centered Care

- Ensure that Allied Health services are patient-centered and responsive to the needs of patients, families, and communities served by the organization.
- Engage patients and families in care planning and decision-making, ensuring that their needs, preferences, and values are respected.
- Monitor patient satisfaction and feedback, implementing improvements to enhance patient care and outcomes.

Innovation and Research

- Support and promote evidence-based practice and the integration of research into clinical practice within Allied Health services.
- Encourage staff to engage in research activities, contribute to publications, and participate in professional development through research initiatives.
- Identify opportunities for innovative practices, technologies, or services that improve care delivery, patient outcomes, and operational efficiency.

Financial and Resource Management

- Develop, manage, and monitor the budget for Allied Health and Community Services, ensuring that expenditures are within budgetary constraints while maintaining high standards of service delivery.
- Identify opportunities for cost savings and resource optimisation without compromising patient care or service quality.
- Approve resource requests and manage the procurement of necessary equipment and supplies for Allied Health services.

Community Engagement and External Relationships

- Establish and maintain relationships with external stakeholders, including healthcare providers, community organisations, and educational institutions.
- Represent Allied Health and Community Services in external forums, professional associations, and public events to advocate for the role of Allied Health professionals and promote service offerings.
- Work with academic institutions to provide educational opportunities, internships, and clinical placements for Allied Health and Community Services students.

Generic Responsibilities

Code of Conduct: The MDHS Code of Conduct is binding on all members of our team. Contravention of a provision in the code may constitute misconduct and / or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Staff Grievance Resolution Counselling and Discipline Policy.

Compliance with policies and procedures: All MDHS policies and procedures are located on PROMPT. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety: Every member of our team has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with MDHS OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control: Every staff member has the responsibility to minimise incidents of infection / cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in MDHS's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality: All information concerning MDHS, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement: MDHS is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a MDHS employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the relevant framework.

Diversity: Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff. Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Pre-Employment Security Screening:

- A valid Employee Working with Children Check is required for all positions.
- A valid National Criminal History Check is required for all positions which is to be completed every 3 years.
- A valid NDIS Workers Screening will be required for workers identified as working within a risk assessed role.

No-Smoking Policy: To ensure a healthy and safe work environment for our staff, volunteers, patients, residents, clients and visitors, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.

Key Selection Criteria

Essential

- Extensive experience (at least 10 years) in a senior management or leadership role within Allied Health services, preferably in a healthcare setting.
- Proven experience in managing teams, including recruitment, training, performance management, and professional development.
- Strong background in quality improvement, patient care, and interdisciplinary collaboration in healthcare.
- Experience managing budgets, resources, and performance indicators to ensure efficient service delivery.
- Strong leadership skills with the ability to inspire, motivate, and develop teams.
- Excellent strategic planning, organisational, and project management skills.
- Exceptional communication and interpersonal skills, with the ability to build relationships with staff, patients, and external stakeholders.
- A thorough understanding of regulatory requirements, accreditation standards, and best practices in Allied Health services.

Qualifications

- A relevant degree or qualification in an Allied Health profession (e.g., Physiotherapy, Occupational Therapy, Speech Therapy, Dietetics).
- Registration or license as required by the relevant professional body.
- A postgraduate qualification in health management, leadership, or a related field is highly desirable.

Performance Indicators for this Position

- To meet the minimum requirements of the position as stated in this Position Profile and as expressly agreed with your Manager
- To meet the objectives as agreed in your Performance Review and Development Plan
- Meet the objectives in your Continuing Professional Development Plan
- Completion of all prescribed annual competencies

Additional Information

- All MDHS staff are required to carry out lawful directions as outlined above or delegated to them. The work to be performed – and where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association – is set out in this position description.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- This Position Description may be amended and activities added or removed as the need arises. Any such amendments will be made in consultation with the relevant staff member/s.
- A Performance Review will be conducted at 30-days, three months and six months and then annually. The purpose of performance reviews is to facilitate communication between a staff member and their direct line manager to discuss and review tasks, goals, expectations and progress.
- All staff members are required to participate in mandatory training.
- Redeployment to other services and sites within MDHS may be required.

Functional Job Description Physical Demands of the Position Checklist

This form is to be completed by the recruiting manager. Its purpose is to assist MDHS to develop the employer roles Functional Job Description.

JOB TITLE	Allied Health Director
JOB FUNCTION: (Provide a brief description of the roles requirements)	The Allied Health Director is responsible for leading, managing, and overseeing the delivery of Allied Health services across MDHS.
DEMANDS OF THE Role (Where relevant indicated frequency of exposure) <div style="display: flex; justify-content: space-around;"> <div> <p>Constantly (C) = 67% - 100% of the time</p> <p>Occasionally (O) = 6% - 33% of the time</p> </div> <div> <p>Frequently (F) = 34% - 66% of the time</p> <p>Rarely (R) = 0% - 5% of the time</p> </div> </div>	

Work Organisation		Physical Demands	
C	Average hours of shift Describe: 8	R	Working at heights/climbing
C	Average hours worked per week Describe: 40	R	Manual handling (floor to waist level)
Working Environment		R	Manual handling (floor to shoulder level)
O	Noise	R	Manual handling (waist to waist level)
R	Working in confined spaces	R	Manual handling (to overhead level)
R	Walking on uneven ground	O	Grasping / Gripping
R	Working in hot environment	F	Repetitive tasks: Describe: Computer use
Equipment Operations		O	Bending / stooping
R	Operation of machinery	R	Shovelling / digging
F	Computers: Seated or Standing	F	Sitting for long periods
O	Driving	O	Standing for long periods
O	Night Driving	R	Walking for long periods
-	Need to distinguish different colours	O	Repetitive hand/arm movements below shoulder height
O	Use of hand tools	R	Repetitive hand/arm movements at or above shoulder height
Hazardous Substances		R	Pushing / pulling
-	Working with chemicals:	R	Squatting: repetitive / sustained
-	Exposure to fumes/dust: Describe	R	Vacuuming / sweeping / mopping
-	Other exposures Describe:	R	Wiping down walls / tables ect
Other Potential Risk Factors: Some travel may be required for inter-site meetings, conferences, or external collaborations			

Acknowledgement

I acknowledge:

- That I have read and fully understand the Position Description.
- I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- I understand that this is separate to the employment agreement that I will sign, outlining the terms and conditions of my employment.

Name (please print)

Signature

Date
