

# Position Description

<b>Position Title:</b>	Manager Occupational Therapy
<b>Reports to:</b>	Divisional Operations Director Acute Allied Health and Ambulatory Aged Care Services
<b>Department:</b>	Occupational Therapy
<b>Directorate:</b>	Community Care
<b>Cost centre:</b>	N2702
<b>Code &amp; classification:</b>	Grade 3 Manager 3B - 4B (M178, AH18)
<b>Employment conditions:</b>	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021- 2026 and GV Health Policies and Procedures (and as varied from time to time)

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**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

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## POSITION SUMMARY

This position is responsible for providing leadership and management of the Occupational Therapy Department to deliver services that are effective, high quality, responsive to patient needs and focussed on patient outcomes. The Manager Occupational Therapy will lead and manage a team that operates within allocated resources, is aligned with operational and strategic goals and the vision of the health service, and which promotes excellence in healthcare through teaching, research and learning. The Manager Occupational Therapy will actively lead a team which demonstrates GV Health values. The role will include the provision of clinical intervention to a mixed caseload in addition to the managerial requirements. The extent and type of clinical duties are dependent upon the current level of staffing and expertise available within the service. The Manager Occupational Therapy will be required to provide leadership and support for the Occupational Therapy team to effectively complete requirements for new and existing National Disability Insurance Scheme (NDIS) participants to transition to community from hospital in a timely manner.

The Manager Occupational Therapy is responsible for ensuring a range of high-quality occupational therapy interventions are provided for adult and paediatric patients within the admitted services, outpatient, Emergency Department and specialist clinics to ensure patient flow is maximised. The role provides over-sight for the provision of safe clinical care to clients who receive occupational therapy support throughout their hospital journey. The Manager Occupational Therapy role leads the team to ensure evidence-based clinical care is provided to Goulburn Valley Health (GV Health) clients who require occupational therapy intervention and to ensure the highest professional standards are maintained and outcomes of care are achieved. The role will work in partnership with community-based programs and liaises regularly with the Clinical Leads and other discipline managers to ensure that allied health services are a value-added component of the multidisciplinary health care team. Delivery of care through contemporary practice that aligns with the needs of the community is part of core business.

The Manager Occupational Therapy will ensure that the goals of the Occupational Therapy department and the implementation of these goals are in alignment with organisational requirements and address the organisation's strategic plan. The Manager Occupational Therapy is responsible for promoting GV Health as a quality regional health service provider thus ensuring GV Health's strategic plan, mission and values are upheld.

#### EXTERNAL RELATIONSHIPS:

Liaises with:

- Community based health professionals including General Practitioners; public and private community-based service providers
- Local government agencies/providers
- Regional and metropolitan health care agencies

#### INTERNAL RELATIONSHIPS:

Liaises with:

- Allied health managers and discipline leads
- GV Health programs and services providing care across the care continuum – including area mental health service, aged care facilities, Emergency Department, inpatient units, specialist clinics/units, community health & primary care services, HIP and other subacute ambulatory services
- Medical officers and other health professionals
- Corporate services including Food Services, Finance, Health Information and People, Development & Engagement

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to:**

- Provide leadership for outcome-focussed occupational therapy services in the admitted and emergency department and outpatient service settings, and others as they arise through innovation or funding opportunities
- Provide a high level of clinical governance and strategic oversight to ensure consumers receive a high-quality service that reflects best practice and adds value to GV Health
- Ensure occupational therapy services have high visibility through promotion of innovative practice
- Be responsible for the monitoring and review of occupational therapy across clinical systems including: referral, assessment, care planning, discharge processes and outcome measurement
- Lead the Occupational Therapy department meetings, in-services and relevant planning days
- Represent Occupational Therapy on organisational committees and divisional meetings
- Develop linkages with professional leads within GV Health and regional networks
- Provide professional advice and support for GV Health programs and community partners regarding Occupational Therapy interventions and contemporary practice
- Lead the development and implementation of an annual Operational Plan and Quality Plan to ensure risks are managed and improvement objectives are met
- Manage the resource functions of the department including staff leave, financial monitoring and reporting on the cost centre budget
- Provide the Monthly Accountability Meeting (MAM) report to the Divisional Operations Director against key performance indicators for financial, human resources, quality and risk objectives

- As part of the Acute Allied Health and Ambulatory Aged Care Services division leadership team, represent allied health and/or the division on organisational committees and working groups and with external partners, and provide reports to the Divisional Operations Director as part of MAM and to divisional governance meetings
- The Manager Occupational Therapy will carry a relevant clinical caseload that is managed in conjunction with meeting service deliverables

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## **POSITIONS REPORTING TO THIS ROLE**

- Occupational Therapists covering the service settings outlined in the role statement
- Allied Health Assistants as allocated to the Occupational Therapy team

### **Responsibilities for Management positions:**

- Actively manage employees by conducting annual performance reviews and ensuring that health and safety, all Mandatory Training, employment principles and legislative requirements are met and maintained;
- Identify employee education and development needs, recognise competencies of employees and ensure employees complete compulsory competencies;
- Participate in supervision of graduates, junior employees, students, orientation programs, preceptorship, mentoring and performance enhancement responsibilities;
- Provide opportunities for staff to attend mandatory core competencies and monitor compliance;
- Actively recruit and manage all aspects of workforce demands;
- Computer literacy at intermediate level for Microsoft applications;
- Demonstrated business planning, policy, financial and human resources management skills;

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## **KEY SELECTION CRITERIA**

### **Formal Qualification(s) and Required Registration(s):**

- Relevant tertiary qualification in Occupational Therapy and eligibility for membership of Occupational Therapy Australia
- Current registration with the Australian Health Practitioner Regulation Agency as an Occupational Therapist.

### **Essential:**

- Extensive clinical experience in evidence-based occupational therapy practice across acute, subacute and outpatient settings
- Ability to responsibly represent occupational therapy as part of the allied health perspective to assist in meeting organisational goals
- Sound understanding of contemporary professional practice within the regional health setting, including optimising patient flow, consumer directed care and safe clinical care
- Experience in the provision of mentoring, coaching and supervision of the clinical team
- Excellent interpersonal, written and verbal communication skills to facilitate productive and collaborative relationships within an inter-professional team environment
- Current Australian drivers licence
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### **Desirable:**

- A minimum of 7 years clinical experience in a healthcare setting

- Completion of, or working towards a post graduate qualification in an area relevant to occupational therapy practice or management
- Broad knowledge and experience in the planning and evaluation of occupational therapy services in the health setting/ health care continuum

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## **KEY PERFORMANCE INDICATORS**

**Your performance will be measured through your successful:**

- Rostering which is completed in accordance with the relevant Enterprise Agreement requirements
- Budget management and the department is within budget, performance and development reviews are completed on time, training and core competency requirements are met as per the GV Health Education Framework and leave balances are managed in accordance with the policy and procedure to minimise liability
- Promoting and enabling of effective teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Maintenance of registration and/or accreditation and working within scope of practice
- Adherence to professional body code of conduct
- Attendance and active participation at meetings as required
- 100% compliance with core competencies and training requirements as outlined in relevant GV Health education and training frameworks
- The Occupational Therapy service staff are 100% compliant with probationary and annual performance and development reviews
- The Occupational Therapy service staff complete all designated annual mandatory training
- Monitor monthly and quarterly service performance through relevant systems data review and analysis
- Outpatient KPIs are met for specified programs
- Ensure staff take up opportunities for training in relevant outcome measurement tools, quality improvement and specific education initiative

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## **ALL GV HEALTH ALL STAFF ARE REQUIRED TO**

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;

- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.

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## ACCEPTANCE

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this 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, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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Community Care and Mental Health	Manager Occupational Therapy
<b>Reviewed by:</b>	Divisional Operations Director Acute Allied Health and Ambulatory Aged Care Services
<b>Issue Date:</b>	July 2025

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## ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

## OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

## FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)