

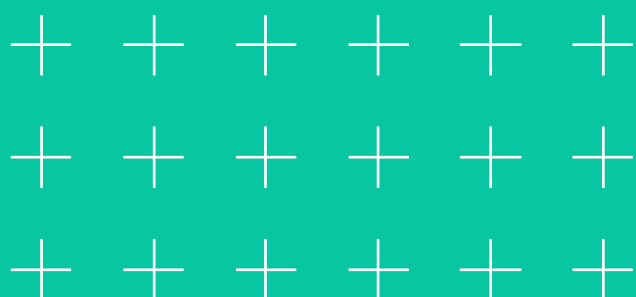


The Royal
Melbourne
Hospital

Advancing health for everyone, every day.

Could this be you?

Join the Royal
Melbourne
Hospital team



Position Description

Chief Occupational Therapist

THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At the RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it the Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability

Position Description

Position Title:	Chief Occupational Therapist
Service:	RMH Mental Health Services
Location:	Waratah, Moonee Ponds / RMH
Reports To:	Director Allied Health and Learning and Development
Enterprise Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020-2024
Classification:	YB35 – YB36
Employment Status:	Part-time ongoing
Immunisation Risk Category:	Category A
Date of Review:	September 2025

POSITION SUMMARY

Royal Melbourne Hospital Mental Health Services provides person-centred, recovery-oriented care, treatment and support through our multi-disciplinary workforce of skilled and dynamic clinicians, and Lived and Living experience (LLE) consumer and carer experts. We are dedicated to providing caring and high-quality specialist community and hospital-based mental health services for adults and older adults who are experiencing, or are at risk of developing a complex mental illness. We are committed to working with consumers during their recovery by offering trauma informed holistic and evidence-based treatment, which is inclusive of family, carers and kin and provided by staff with well-developed skills. Staff employed within the service are expected to identify evidence-based practice approaches and to use these within their work.

Our partnerships with multiple community and academic organisations support our program and enable a sophisticated learning structure, with a focus on research translation. There is a strong Occupational Therapy leadership group, consisting of OT Research and Translation lead, Senior OT Services Lead, OT Whole of workforce educator and a current 0.4 Chief OT. This Chief Occupational Therapist role:

- is 3 days a week and will complement the current Chief OT working 2 days a week. Both roles will require the governance knowledge and oversight, however each individual will hold their own portfolio of work to be responsible for.
- provides clinical leadership regarding occupational therapy interventions across the service, supervision to occupational therapists in the RMH MHS, and workforce advice to the RMH MHS executive.
- promotes and develops occupational therapy programs and approaches to the treatment of severe mental illness within the service in collaboration with occupational therapists and other clinical staff.
- is responsible for the development and maintenance of professional standards in occupational therapy, and contributes to workforce planning, recruitment, retention and development of occupational therapists in the Area Mental Health Service. The incumbent provides advice to management and contributes to the quality processes of the Area Mental Health Service through participation in a range of clinical management forums.

- coordinates placements and supervision of occupational therapy students, liaises with supervisors and tertiary institution staff regarding placement reviews, and participates in formal internal education training activities.
- will be required to participate in service evaluation programs or clinical research undertaken within the area of service.

KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Ensure that occupational therapists employed in the service are providing high quality occupational therapy services to consumers and their families/carers, through the provision and coordination of high-quality supervision and mentoring and clinical leadership to the occupational therapy workforce
- Assist in the development and evaluation of service programs, quality improvement activities or research projects, where relevant
- Occupational therapists are expected to provide leadership in the practice domain of Activity and participation (please see infographic below).

KEY RELATIONSHIPS

Internal

- Director Allied Health and Learning and Development.
- RMH MHS Occupational therapists
- Other Directors and Program Managers
- Discipline seniors and educators
- Digital Health Team
- General RMH Allied Health Colleagues

External

- Universities/ tertiary educators
- Occupational Therapy leaders across mental health services

KEY SELECTION CRITERIA

Formal Qualifications

Occupational Therapists:

- Registration under the Australian Health Practitioner Regulation National Law Act (2009) with the Occupational Therapy Board of Australia.
- An approved Degree from a recognised school of Occupational Therapy or other qualifications approved for eligibility for membership of the Australian Association of Occupational Therapy (Vic.).

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Registration with Australian Health Practitioner Regulation Agency, under the Health Practitioner Regulation National Law Act (2009).
- Extensive experience and demonstrable outcomes in supervision, consultation, and risk management, demonstrated quality project and/or research leadership, or a minimum 10 years post-graduate experience and a high level of expertise in the delivery of mental health services to people with severe psychiatric illness and disability, including case coordination, psychiatric and occupational therapy assessment and specialist therapeutic interventions

Desirable:

- People who identify as Aboriginal and/or Torres Strait Islander are highly encouraged to apply
- Experience in working with ACCHO and Aboriginal Communities and Families
- Working knowledge of NDIS.
- Excellent interpersonal skills and the ability to communicate effectively and collaboratively with consumers, families/carers, colleagues and other service providers
- Demonstrated ability to support the development of clinical staff and to engage in performance management where required
- Commitment to ongoing professional development for self and others
- Well-developed written communication skills and the ability to develop project and quality plans
- An understanding of the policies and procedures associated with the Mental Health Act and other relevant legislation and policies
- Familiarity with a range of computer software packages including the Microsoft platform
- A current Victorian Driver's Licence, and ongoing ability to use this form of transport

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
 - Achievement of portfolio specific KPI targets
 - Participation in and satisfactory feedback through the annual performance review process
 - Ability to maintain a safe working environment and ensure compliance with legislative requirements
-

AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

ACCEPTANCE

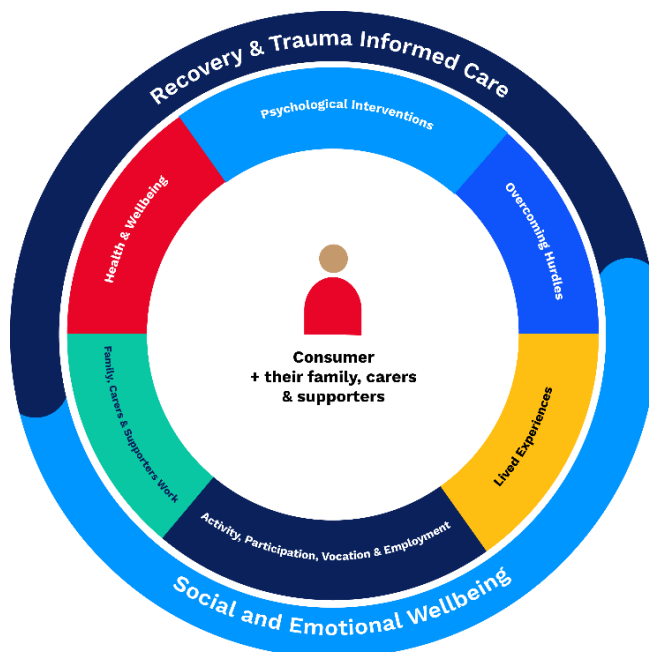
I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that the RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

/ /

Date



Community Core and Specific Evidence-Based Practice

Psychological Therapies	Family, Carers and Supporters Work	Health & Wellbeing	Activity, Participation, Vocation & Employment	Lived Experiences	Strengthening Futures	
Early Warning Signs & RWP discussion	Initial Conversation with Family/Carer	Physical health screening	Initial Conversation about activity, participation and vocation	Initial Conversation about consumer peer support	LSI-R:SV	
CBT Fundamentals	Family/Carer Fundamentals	Physical health conversations	APQ6	Initial Conversation about family, carer and supporters peer support	SUBA	
	Family Violence Screen	Physical health assessment	Driving Screen		AOD Harm Minimisation	
CBT for Psychosis		Metabolic monitoring	Sensory Approaches		AOD Relapse Prevention	
Acceptance & Commitment Therapy (ACT)		Medication safety, education & advocacy			Specialist Supportive Clinical Management for Eating Disorders	
Therapies for Borderline Personality Disorder					Activity Engagement	
					Therapeutic Activity Groups	
	Forensic Risk Management Planning					
CBT for co-morbid Anxiety & Depression	Single Session Family Consultation	Equally Well Physical Health Program	Vocation and Employment Support	PeerZone	Forensic Risk Reduction Treatment	
Be Well Live Well - Early Warning Signs Relapse Prevention Program	Multiple Family Group		Sensory Assessment & Interventions	Consumer led inpatient groups	AOD Motivational interviewing	
	Family Therapy	Medication Alliance	Driving Assessment	Consumer Peer Support-led Community Groups	Refer to Detox	
	FaPMI Programs	QUIT Program		Individual Consumer Peer Support	Autism Consultation and Evaluation Services (ACES)	
	Family Violence Assessment (MARAM)			Family Peer Support-led Groups		
				Individual Family, Carer & Supporters Peer Support		