

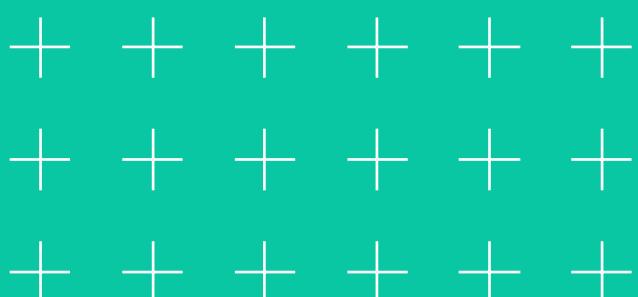


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

Join The Royal
Melbourne
Hospital Team



Position Description

Statewide Mental Health Occupational Therapy Educator

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:	Statewide Mental Health Occupational Therapy Educator
Service:	Victorian Collaborative Centre for Mental Health & Wellbeing
Location:	205 Queensberry St Carlton
Reports To:	Manager Sector Capability, Victorian Collaborative Centre for Mental Health & Wellbeing
Enterprise Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020-2024
Classification:	Grade 4 Clinical Educator (YB28)
Employment Status:	Fulltime fixed term – parental leave back fill (ending 18/9/26)
Immunisation Risk Category:	Category C
Date of Review:	2026

POSITION SUMMARY

The Statewide Mental Health Occupational Therapy Educator provides leadership, workforce development and education for occupational therapists working in Victorian public mental health and wellbeing services.

The Statewide Mental Health Occupational Therapy Educator is responsible for planning, development, coordination, management, and delivery of workforce development, education and training for occupational therapists employed in Victorian public clinical mental health and wellbeing services. The role also contributes an occupational therapy perspective to broader multidisciplinary workforce development initiatives.

The role is responsible for developing and maintaining strong partnerships and linkages with the occupational therapy workforce across area mental health and wellbeing services, the university sector and other relevant stakeholders. The Statewide OT Educator builds relationships, identifies and facilitates strategies that address workforce learning and development needs, and providing leadership for the occupational therapy workforce. Some travel and out of hours works may be required.

KEY ACCOUNTABILITIES

- Oversee a program of work that identifies and progresses the workforce development needs of mental health occupational therapists
- Utilise the statewide OT workforce scoping/benchmarking data to progress the workforce
- Provide support and leadership in the development, coordination and evaluation of education and workforce development programs for occupational therapists in Victorian public area mental health and wellbeing services
- Build the capacity of the occupational therapy workforce to plan, develop and evaluate workforce development.
- Provide or develop strong links with 'Knowledge Translation' and 'Research Positions' and OT Academic Programs, supporting curriculum and research / post graduate sector. Coordinate progression of the Victorian Occupational Therapy Translational Research & Education Network
- Contribute to the development or core competencies and capabilities relevant to the identified scope of practice for occupational therapists
- Support Professional OT supervision practices and sector capability, including implementation of the Allied Health Supervision Framework within OT and the review and development of current clinical supervision training programs.
- Provide leadership and visioning for future Occupational Therapist workforce learning and development through implementation of the Strategic Plan for Public Victorian Occupational Therapy Leadership Network
- 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.
- 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.
- Commit to upholding the values and ways of working of the Victorian Collaborative Centre for Mental Health & Wellbeing team
- 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.

KEY RELATIONSHIPS

Internal

- Manager Sector Capability, Victorian Collaborative Centre for Mental Health and Wellbeing
- Director of Workforce Education and Development, Victorian Collaborative Centre for Mental Health and Wellbeing
- Professor of Mental Health Reform, Victorian Collaborative Centre for Mental Health and Wellbeing
- Victorian Collaborative Centre for Mental Health & Wellbeing Research and Operations Teams
- Learning and workforce development facilitators
- Lived experience workforce development facilitators
- Statewide Mental Health Educators (Social work, Psychologists, Enrolled Nurses)
- Events coordinator

External

- AMHWS Occupational Therapy leaders, educators, and workforce
- Public Victorian Mental Health Occupational Therapy Leadership Network
- Victorian Occupational Therapy Mental Health Translational Research & Education Network (formally OT Academic Network for CMHL)
- Universities
- Statewide Training Providers and discipline Training Experts and leaders in the profession
- Occupational Therapy Australia
- Lived Experience Educators, workforce, LEAP, and peak bodies inc. VMIAC, Tandem, Mental health Victoria
- Other Stakeholders as appropriate

KEY SELECTION CRITERIA

Formal Qualifications

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

Essential:

- Minimum 7-10 years' experience working as a registered occupational therapist in clinical public mental health services.
- Certificate IV in Training and Assessment, and/or demonstrated industry experience in designing, delivering and evaluating training
- Demonstrated experience in a leadership role, including leading projects, teams, workforce or service development.
- Experience in planning, designing, delivering, managing, and evaluating the professional development for occupational therapists working in mental health services.
- Demonstrated a strong understanding of the role and value of lived experience workforces, and how to collaborate, co-produce or co-facilitate training and workforce development together with people in these workforces respectfully and effectively.
- Demonstrated experience providing Professional Occupational Therapy Supervision.
- Strategic thinking abilities, able to collect and analyse data to plan, implement, and achieve deliverables

- Demonstrates a collaborative approach to work, engages well with others, and operates from a strength's perspective
- Commitment to live the Melbourne Way – putting people first, leading with kindness and achieving excellence together.

Desirable:

- Demonstrated experience in a specialist area e.g. Sensory Modulation, Supervision, OT Models and Assessments, OT Leadership, Occupational Formulations, OT Groupwork.
- Additional training, education, project management, or leadership qualifications
- Research skills and experience
- Experience in the design and delivery of online training through various online systems

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, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- 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.

OUR COMMITMENT:

• **Equity, Inclusion, Belonging and Safety**

- As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.

• **First Nations Commitment**

- We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.

• **Child Safe Standards**

- RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.

• **Equal Opportunity and Accessibility**

- We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.

• **Thriving Together**

- Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

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