

Position Description

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| Position Title | Director of Psychology |
| Position Number | 30009486 |
| Division | Clinical Operations |
| Department | Allied Health |
| Enterprise Agreement | Medical Scientists, Pharmacists And Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025 |
| Classification Description | Director of Psychology |
| Classification Code | Grade 6 |
| Reports to | Chief Allied Health Officer |
| Management Level | Tier 3 - Business Manager |
| Staff Capability Statement | Please click here for a link to staff capabilities statement |
| Mandatory Requirements | <ul style="list-style-type: none"> • National Police Record Check • Working with Children Check • Registration with Professional Regulatory Body or relevant Professional Association • Immunisation Requirements |

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

Directors at Bendigo Health are an integral part of the health care service team, providing leadership and direction to a dedicated staffing group. A director at Bendigo Health should have, or aspire, to, the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

Bendigo Health employs approximately 25 psychologists who work across a range of programs. The Director of Psychology is responsible for the professional governance of all psychologists at Bendigo Health including workforce planning and development, the professional supervision of psychologists, the psychology registrar program, psychology student placements and psychology service quality and development.

This position involves collaborating with Monash University to teach medical students completing their psychiatry rotation at the Monash Rural School of Health in Bendigo.

In addition to professional governance responsibilities, the Director of Psychology may be responsible for a clinical caseload in an appropriate area of practice.

The Director of Psychology is supported by the Chief Allied Health Officer and works closely with the Clinical Director of Mental Health, relevant program managers and the Allied Health Managers.

Responsibilities and Accountabilities

Strategic alignment

Leadership – This position will be responsible for ensuring that the team is equipped to deliver strategic goals of the organisation by managing, coaching and supporting direct reports.

Deliver Results – This position will be required to contribute to the organisational strategic planning process by planning, setting and monitoring clear targets for the team plan and ensuring that projects are linked to the goals of the organisations strategic plan.

Service Excellence– As part of working as one this position will contribute to providing a standard of excellence in customer service. This will be measured internally via staff surveys and externally via customer and community feedback to ensure that the organisation is delivering professional and efficient customer service.

Financial accountability

Analysis and Problem Solving – This position will contribute to all clinical/ non-clinical reporting including qualitative and quantitative analysis as required, both accurately and within time constraints.

Compliance – This position will comply with all delegated authorities and limits and actively communicate any problems, changes or issues that senior management should be aware of. It will also be conscious of the quality, risk, OH&S and other legislative requirements there are when implementing systems, processes and practices.

Innovation – This position will demonstrate strong problem solving skills, including the ability to develop new processes and make improvements to processes and services.

People management accountability

Communicate with influence –This position will assist in driving towards the development of a high performance culture through strong leadership. It will meaningfully interpret and communicate the organisations strategic direction and assist to create innovative work practices to assist staff with the change process.

Performance Management - This position will provide regular supervision, training opportunities, coaching, mentoring and guidance to its direct reports. The incumbent will ensure that the annual performance reviews for its direct reports are completed on time. This includes being responsible for addressing issues that negatively impact performance.

Collaboration – This position will develop a collaborative and effective team by communicating meaningful information regularly. The position will also manage professionally and in a timely manner any issues associated with working together such as dealing with differences, conflict, shared goals and team morale.

Key Responsibilities

Among other responsibilities, the Director of Psychology is responsible for

- Leadership and oversight of the psychology workforce including planning, development, recruitment and workforce reform
- The credentialing, scope of practice and clinical/professional supervision of the psychology workforce
- The design, evaluation, and implementation of programs to enhance the service capability of the psychology profession ensuring that excellence in patient care delivery is the focus of all we do
- Development of professional governance policies and practice within the discipline of psychology
- Working with program areas to ensure psychology health service planning, organising, integration and coordination is aligned with the vision, values, operations and activities of Bendigo Health
- Governance and leadership for high quality clinical education of psychology staff and students
- Managing psychology resources, e.g. psychology instruments, tests and materials, required to provide services to the client population
- Build high performing team cultures, maintain high staff morale, and promote staff development and retention.
- Managing and/or supervising relevant staff including the Psychology Clinical Educator
- Provide operational advice to the Chief Allied Health Officer on Psychology related matters
- In regards to teaching will:
 - Take an active pedagogical role in teaching in the psychiatry program at Monash School of Rural Health, while collaborating with all Year 4 Academic and Discipline Leads and staff
 - Be involved in student assessment, examination and curriculum development, while working closely with the Psychiatry Academic Lead, to maximise student learning opportunities, in both hospital inpatient and community settings
 - Active involvement with the medical students, regarding academic questions, concerns, curriculum matters, and liaison with Monash Academic Lead and management where necessary
- Works with the allied health management team in the implementation of allied health strategy including the leadership of specific projects, portfolios or service development, or representing allied health on committees as required
- If assuming a clinical caseload, they will participate in all relevant clinical activities consistent with evidence- based practice, modelling excellence in direct patient/client services within their area of clinical practice and will meet relevant documentation requirements and reporting
- Maintain professional skills relevant to the position and meet the Bendigo Health credentialing standards
- Other duties as negotiated and determined with the Chief Allied Health Officer/Executive Director Community and Continuing Care

Key Selection Criteria

Essential

1. Registered as a psychologist with the Australian Health Practitioner Regulatory Agency (AHPRA) with specialist endorsement in Clinical Psychology or Clinical Neuropsychology
2. Ability to meet the eligibility criteria for full membership of the APS or equivalent professional association and satisfy the requirements of the Bendigo Health Allied Health Credentialing and Professional Standards
3. AHPRA 'approved' Supervisor, including experience as a Primary and Secondary supervisor for post-graduate psychology students and psychology registrars
4. More than ten (10) years experience as a psychologist including extensive experience as a psychologist at a senior level in a public health service

Desirable

1. Well-developed clinical and analytical skills relevant to clinical diagnosis and treatment of consumers in a relevant specialised area
2. Demonstrated experience and success in organisational leadership, service management and quality improvement in a health care setting
3. Ability to understand budgets, meet deadlines, set goals and manage projects including excellent report writing skills
4. Demonstrated abilities in strategic planning, project and change management including the ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills
5. Sound knowledge and demonstrated skills in human resource management issues
6. Excellent interpersonal skills including the ability to initiate, develop and maintain collaborative professional relationships and networks
7. Excellent communication skills, written and verbal, including excellent report writing skills
8. Experience in clinical research/academic environment and/or knowledge of teaching methodology, including the capacity to develop tutorial presentations using appropriate software
9. Proven ability to exercise sound judgment and proven leadership in professional standards and ethics.

Personal Qualities, Knowledge and Skills –

- Strong conceptual and analytical ability, demonstrated leadership with capacity to influence others effectively
- High levels of drive, commitment and personal resilience
- Strong teamwork abilities
- A willingness and ability to learn
- Flexibility to operate in an environment of change and continuous improvement

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health

- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

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. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.