

Position Description

Position Title	Loddon Mallee Allied Health Workforce Project Lead
Position Number	30009824
Division	Community and Continuing Care
Department	Allied Health
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Allied Health Grade 4
Classification Code	Dependent on discipline
Reports to	Deputy Director of Allied Health Workforce Standards and Innovation
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
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• Drivers Licence• 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](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

This project role will involve fulfilling the Local Health Service Network (LHSN) Coordinator role to support project implementation for the Allied Health Leaver Reliever Pool pilot in Loddon Mallee.

Responsibilities and Accountabilities

LHSN coordinators will support the design, implementation and coordination of the reliever pool pilot at a network level. LHSN coordinators will ensure there is effective communication processes in place between lead and ancillary health services. They will also ensure that there are systems in place to monitor the

support needs and well-being of allied health reliever staff and pathways for escalation of issues relating to clinical or operational support needs as required.

Key Responsibilities

Key responsibilities will include:

- Lead the design of Loddon Mallee LHSN Leave Reliever Pool model, including developing plans for the allocation and rostering of reliever pool staff across Allied Health Therapies and Medical Imaging groups
- Oversee the development of Service Level Agreements with participating health services, outlining arrangements for staff sharing
- Develop and coordinate a rostering system to support effective allocation and rostering of staff across health services and enable reporting and evaluation requirements
- Lead and oversee the recruitment, onboarding, and allocation of reliever pool staff
- Oversee supervision and management requirements of reliever pool staff
- Support change management processes to enable effective implementation of the Leave Reliever Pool model
- Work closely with stakeholders, including the Department of Health project team, Loddon Mallee LHSN, Allied Health Managers and the LHSN Steering Committee, to ensure appropriate clinical and operational governance of reliever pool staff and the Leave Reliever Pool model, including escalation of any risks
- Actively participate in the Loddon Mallee LHSN Project Steering Committee and Medical Imaging sub-group of the Steering Committee
- Maintain a project plan and complete reporting requirements as required
- Support evaluation of the Leave Reliever Pool model

Key Selection Criteria

Essential

1. Maintain compliance with the Bendigo Health Allied Health Credentialing and Professional Practice Standards policy including qualification in a related allied health profession under the Allied Health Professionals Enterprise Agreement.
2. Demonstrated knowledge of rural and regional allied health workforce challenges and initiatives.
3. Demonstrated experience in project planning and implementation.
4. Demonstrated ability to engage and collaborate with diverse stakeholders to achieve project outcomes.
5. Demonstrated leadership skills in people management, conflict resolution and building and motivating teams

Desirable

6. Demonstrated time management skills and ability to meet competing demands and deadlines.
7. Demonstrated advanced analytical and communication skills, including report writing skills.

8. Demonstrated knowledge of change management principles and of applying these principles in practice.
9. Demonstrated commitment to professional development, preferably with relevant post-graduate qualification (or willingness to work toward this).
10. Demonstrated experience with MS Office including MS Word, Excel, and Outlook.

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.
- 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.