

Position Description

Position Title	Loddon Mallee Allied Health Workforce Project Officer
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 <i>or</i> Medical Scientists, Pharmacists And Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025
Classification Description	Allied Health Grade 3
Classification Code	EP71 – EP74, PL1 – PL4, VB7 – VC1, VG3 – VG6, AK1 – AK4, CV9 – CV12 or SC31 – SC34
Reports to	Deputy Director of Allied Health Workforce Standards and Innovation
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • 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](#)

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

This Project Officer role will support current Allied Health workforce projects and initiatives across the Loddon Mallee Local Health Service Network (LHSN), including the Allied Health Leave Reliever Pool project, regional credentialing and regional workforce planning. The position reports to the Deputy Director of Allied Health Workforce and in turn to the Chief Allied Health Officer and will work closely with the Allied Health Leave Reliever Pool Coordinator, Loddon Mallee Allied Health Leadership Group and managers of Allied Health staff in the region.

Responsibilities and Accountabilities

Key Responsibilities

In close consultation with relevant Allied Health stakeholders in the region, this position's key responsibilities are to support collaborative allied health projects in the Loddon Mallee LHSN that enhance collaborative workforce models, including:

- Support the implementation and evaluation of the Loddon Mallee Allied Health Leave Reliever Pool pilot.
- Facilitate collaboration with regional stakeholders to develop consistent allied health credentialing processes and governance arrangements.
- Contribute to the development of regional allied health workforce initiatives, including shared workforce models and workforce capability development.
Support workforce planning and improvement activities through data collection, analysis, reporting and continuous improvement.

Duties will include:

- Support the day-to-day implementation and operation of the Allied Health Leave Reliever Pool pilot across participating health services.
- Support coordination of project activities associated with the Leave Reliever Pool pilot, including stakeholder engagement, data collection, monitoring, reporting and evaluation.
- Develop and document processes that enable regional and shared workforce models, including orientation, onboarding and workforce sharing arrangements.
- Work collaboratively with allied health leaders and key stakeholders to support the development of a common credentialing framework, procedures and governance structures.
- Review and analyse allied health scope of practice, service capability and workforce capability requirements to inform regional workforce planning initiatives.
- Prepare project documentation, reports, presentations and recommendations as required.
- Facilitate communication, consultation and engagement activities with health services and relevant stakeholders across the region.
- Travel within the Loddon Mallee region as required to support project implementation and stakeholder engagement.

Key Selection Criteria

Essential

1. Maintain compliance with the Bendigo Health Allied Health Credentialing and Professional Practice Standards document including qualification in a related allied health profession and current AHPRA registration for registered allied health disciplines.
2. Knowledge of rural and regional allied health services and workforce issues, including credentialing, scope of practice and capability frameworks.
3. Experience in the project lifecycle, including project planning and implementation.
4. Demonstrated ability to build and maintain effective working relationships with a diverse range of stakeholders and facilitate collaboration to achieve shared objectives.
5. Demonstrated ability to collect, analyse and interpret data and prepare reports and recommendations to support project outcomes, evaluation activities and evidence-based decision-making.

Desirable

6. Demonstrated commitment to professional development, preferably with relevant post-graduate qualification (or willingness to work toward this).
7. Demonstrated knowledge of change management principles and of applying these principles in practice.
8. Demonstrated time management skills and ability to meet competing demands and deadlines.
9. 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.
- 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.