



the women's
the royal women's hospital
victoria australia

Position Description

Position title:	Allied Health Manager – Physiotherapy, Occupational Therapy, and Speech Pathology
Department:	Physiotherapy, Occupational Therapy, and Speech Pathology
Classification:	Grade 4
Agreement:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Reporting to:	Director – Allied Health and Clinical Support Services

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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About the department/unit

The Department delivers Physiotherapy, Occupational Therapy, and Speech Pathology (PT/OT/SP) services to patients of the Women's, supporting the Women's Health, Maternity and Neonatal care. It sits within the Allied Health and Clinical Support Services (AH & CSS) Directorate and aims to significantly contribute to the empowerment and enrichment of exceptional care at the Women's. Its focus is on improving health outcomes, quality of life and participation in a meaningful life where functional, biopsychosocial, and safety concerns exist. Areas of need include (but are not limited to): physical function (especially with pelvic floor disorders), movement, sensory difficulties, functional cognition, participation in occupations, quality of speech, feeding/swallowing, communication, and equipment provision.

Position purpose

This role provides leadership and direction across three allied health disciplines—Physiotherapy, Occupational Therapy, and Speech Pathology—at The Women's. It shapes how these services work, grow, and support women, newborns, and families, ensuring care is safe, contemporary, and grounded in evidence.

As part of the AH & CSS leadership team, the role helps set the department's direction and leads the work needed to turn plans into action. It guides change, strengthens clinical and operational governance, and supports each discipline to meet or exceed its professional standards. The role also builds a culture where people feel supported, accountable, and encouraged to keep improving.

Collaboration is a major part of the job. The role works closely with clinicians, managers, and partners inside and outside of the Women's. It supports innovation, helps expand evidence-based practice, and contributes to research, evaluation, and service redesign that improves patient experience and strengthens how services function.

Aligned with the Women's Strategic Plan and the Department's Operational Plan, this role offers the chance to influence how allied health services are delivered at a statewide centre of excellence. It provides a platform to lead a committed multidisciplinary team and contribute to shaping modern allied health practice within a values-driven organisation.

Key responsibilities

Leadership and people management

- Provide strategic leadership in partnership with the Director of Allied Health & Clinical Support Services to ensure services align with organisational priorities, clinical governance frameworks, and the Women's Strategic Directions.
- Build and sustain a high-performing multidisciplinary team through clear expectations, structured performance development, coaching, and targeted professional learning aligned with workforce capability goals.
- Foster a positive, inclusive, and emotionally intelligent team culture that supports wellbeing, accountability, and continuous improvement.
- Maintain a visible leadership presence across clinical areas, strengthening multidisciplinary collaboration and ensuring consistent communication.
- Lead recruitment, onboarding, retention, and workforce planning to ensure the department has the right skill mix to meet operational and strategic service needs.
- Manage resources responsibly, including participation in budget planning, workload allocation, and monitoring workforce metrics such as attendance and turnover.
- Represent Allied Health at internal and external committees, strengthening partnerships and advocating for service value and integration across the health sector.

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- Lead operational planning, business planning, and reporting processes, ensuring timely delivery of high-quality analysis and actionable insights.
- Identify and manage risks, escalate incidents appropriately, and support a culture of safety, transparency, and proactive mitigation.
- Facilitate effective departmental communication through structured meetings, clear information flow, and collaborative management of shared workspaces.
- Perform other duties as directed to support service delivery and operational management.

Clinical practice

- Demonstrate advanced clinical expertise in women's health, maternity, or neonatal/paediatric care within PT, OT, or SP, contributing to excellence in clinical care.
- Apply advanced clinical reasoning to complex cases and support clinicians in delivering safe, evidence-based, patient-centred care.
- Translate research and emerging evidence into practice, guiding clinicians and patients through contemporary, evidence-informed approaches.
- Maintain a manageable complex caseload while modelling professional boundaries, safe practice, and effective workload management.
- Provide high-quality clinical and professional supervision to clinicians and students, supporting capability development and clinical excellence.
- Develop, review, and implement clinical procedures, guidelines, and frameworks that align with organisational clinical governance and safety standards.
- Partner with patients and families to co-design improvements using quality feedback systems, supporting consumer engagement priorities.
- Ensure safe, effective handover practices and adherence to recognised clinical standards and National Safety & Quality Health Service Standards.
- Any other duties as required that meet relevant standards and recognised practice.

Innovation and improvement

- Champion a culture of innovation, service improvement, and research that aligns with the Women's strategic focus on innovation and continuous improvement.
- Identify opportunities for new models of care, improved continuity of care, and enhanced patient/family experiences across the care continuum.
- Lead change initiatives, supporting staff through transitions and embedding new practices that strengthen service quality and efficiency.
- Ensure culturally responsive service planning and delivery for diverse communities, aligning with organisational commitments to equity and inclusion.
- Oversee equipment safety, maintenance systems, and procurement planning for PT, OT, and SP, ensuring alignment with operational needs and safety standards.
- Develop pathways for post-discharge equipment hire in collaboration with the Director AH & CSS, supporting continuity of care beyond hospital walls.
- Initiate and support multidisciplinary clinical projects and new service development that respond to emerging needs and strategic priorities.
- Advocate for disability equity through system improvements and innovative approaches that strengthen access and inclusion.

Quality and safety

- Model high-quality communication with patients, families, and staff, ensuring clarity, compassion, and informed consent.
- Address conflict constructively and ensure systems exist to manage inappropriate or unnecessary referrals.
- Uphold professional and organisational codes of conduct, ethics, and scope of practice requirements.

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- Participate in credentialing, mandatory training, and ongoing professional development to maintain high standards of practice.
- Contribute to strategic and operational planning for Allied Health and departmental services, ensuring alignment with organisational safety and quality priorities.
- Review service performance against KPIs, drive improvements, and ensure meaningful consumer participation in service planning and evaluation.
- Support high-quality clinical education for undergraduate and postgraduate students, strengthening future workforce capability.
- Lead and participate in audits, research, benchmarking, and evaluation activities that support continuous improvement and evidence-based practice.
- Collaborate with Quality & Safety teams to identify trends, address complaints, and improve patient experience.
- Promote gender equity, respect, trauma-informed care, and a safe working environment in line with organisational values.
- Maintain compliance with National Safety & Quality Health Service Standards, relevant legislation, and organisational policies.
- Ensure safe work practices, including infection prevention, emergency preparedness, and occupational health and safety.
- Maintain accurate documentation, data entry, and reporting systems, and monitor service activity trends to inform operational decision-making.

Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

Key selection criteria

Experience/qualifications/attributes

Essential:

- Relevant qualification - Undergraduate/qualifying degree in Physiotherapy or Occupational Therapy recognised by the appropriate national board.
- Professional registration - Current AHPRA registration without restrictions.
- Postgraduate study - Postgraduate qualification in a relevant clinical area, public health, business management, health administration, project management, or leadership.
- Eligibility for membership of the relevant professional association.
- Clinical leadership experience - Minimum 2 years' experience providing clinical leadership (single discipline or multidisciplinary) in acute care settings, with demonstrated commitment to patient- and family-centred practice.
- Leadership capability & personal attributes - Reflective, self-aware leadership style that supports and develops others; ability to model professional conduct, resilience, and a positive, solutions-focused mindset.
- Change and risk management - Demonstrated experience leading change initiatives and managing risk in clinical or organisational contexts.
- Stakeholder engagement - Proven ability to build and maintain effective internal and external partnerships and relationships.
- Communication skills - Excellent written communication (including report writing), strong verbal and interpersonal skills, and confident negotiation abilities.
- Operational capability - Strong planning, problem-solving, and organisational skills, with the ability to manage competing priorities in a fast-paced environment.

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- Digital proficiency - Competence using Microsoft Office 365, electronic medical records, data management systems, business intelligence tools, and other relevant digital platforms.
- Clinical expertise - Advanced clinical knowledge and experience relevant to Women's Health, Maternity, or Neonatal care.
- Contemporary understanding of allied health - Awareness of current issues, trends, and directions in allied health services.

Desirable:

- Project and service development experience - Training or experience in project management; involvement in service redesign or quality improvement initiatives.
- Research involvement - Experience in research, evaluation, or collaborative research projects.
- Contract and procurement exposure - Experience in contract management and familiarity with procurement processes.
- Communication and presentation - Confidence presenting to groups; experience writing reports for varied audiences including executive and governance bodies.
- Business case development - Skills and experience in preparing successful business cases.
- Leadership development interest - Demonstrated interest in building leadership capability.
- Stakeholder confidence & judgement - Ability to engage diverse stakeholders with credibility, adaptability, and sound judgement in complex environments.

Organisational relationships

Internal relationships

- Physiotherapy, Occupational Therapy, and Speech Pathology staff across the organisation.
- Allied Health administrative staff.
- Director/ Deputy Director of Allied Health and Clinical Support Services.
- Director, Allied Health Research, and Chief Allied Health Informatics Officer.
- AH & CSS Managers/Directors and MUMs, NUMs, Managers, Clinical Directors across other clinical and operational directorates.
- Relevant medical, nursing, and allied health staff across the organisation, including the Disability Liaison Officer.
- Allied Health Clinical Education Manager, AH education team, and clinical educators for nursing, midwifery, and medical staff.
- Quality and Safety Business Partner.
- Corporate Services teams, including People, Culture & Wellbeing; Finance; Facilities Management; Contract Management; ICT; Biomedical Engineering; EMR Business Intelligence; Systems Improvement; and Philanthropy.
- Patients and families.

External relationships

- Universities and specialised training providers.
- Parkville precinct partners—including the Health Liaison Officer and Allied Health managers/directors within the precinct and other public health services—as well as LHSN representatives.
- Professional associations for Physiotherapy, Occupational Therapy, and Speech Pathology, along with relevant special interest groups and communities of practice.
- Department of Health.

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Direct reports: 15.85 EFT
Indirect reports: 0
Budget responsibility: \$2.16M

Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Rare
Sitting – remaining in a seated position to complete tasks	Prolonged
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type even, vinyl, carpet,	Occasional
Lean forward/forward flexion from waist to complete tasks	Occasional
Trunk twisting – turning from the waist to complete tasks	Rare
Kneeling – remaining in a kneeling position to complete tasks	Rare
Squatting/crouching – adopting these postures to complete tasks	Rare
Leg/foot movement to operate equipment	Rare
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Rare
Lifting/carrying – light lifting and carrying less than 5 kilos	Occasional
– Moderate lifting and carrying 5 – 10 kilos	Rare
– Heavy lifting and carrying – 10 – 20 kilos.	Rare
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Occasional
– moderate push / pull forces 10 – 20 kg	Rare
– heavy push / pull forces over 20 kg	Rare
Reaching – arm fully extended forward or raised above shoulder	Rare
Head/neck postures – holding head in a position other than neutral (facing forward)	Occasional
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Occasional
– Gripping, holding, twisting, clasping with fingers/hands	Occasional
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Not applicable
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Prolonged
Hearing – use of hearing is an integral part of work performance	Prolonged
Touch – use of touch is integral to most tasks completed each shift	Frequent
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Occasional
Problem solving issues associated with clinical and non-clinical care	Prolonged
Working with distressed people and families	Occasional
Dealing with aggressive and uncooperative people	Occasional
Dealing with unpredictable behaviour	Occasional
Job demands – high workload, tight deadlines, and competing priorities	Prolonged
Exposure to traumatic or distressing content or situations – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events.	Frequent
Role specific considerations Support is available for staff exposed to psychological risks. Any adjustments that may be required can be discussed with your manager.	
Definitions used to quantify frequency of tasks/demands as above	
Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position

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Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.
- We are committed to the safety, wellbeing and empowerment of all children and young people. We prioritise an environment where children are protected and heard. We commit to safeguarding the social and emotional wellbeing of First Nations children, understanding that their connection to country, culture, kin and community is critical to their safety.

Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

Declaration

By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: July 2026

Developed by: Director Allied Health & Clinical Support Services

Date of next review: July 2027

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