

## ORGANISATIONAL OVERVIEW

---

### Introduction:

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

### Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

### Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

**Our Priorities:**

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

**Safety, Quality and Clinical Governance at Northern Health:**

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

**Commitment to Child Safety at Northern Health:**

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

**Family Violence and Child Safety Statement:**

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

**Essential:**

- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.



## POSITION DESCRIPTION

---

<b>Position Title:</b>	Clinical Educator – Occupational Therapy, Early Career program
<b>Business Unit/Division:</b>	Mental Health Division
<b>Award Agreement:</b>	<b>Victorian Public Mental Health Services Enterprise Agreement 2020-2024 (77 – Health Professionals)</b>
<b>Classification:</b>	<b>Grade 4 Occupational Therapist Clinical Educator (YB28)</b>
<b>Employment Type:</b>	Part time – 0.3 fixed term -12months
<b>Reports to:</b>	Allied Health Director (Mental Health Division)
<b>Date Prepared/Updated:</b>	February 2026

## ROLE STATEMENT

---

### General Role Statement:

The Occupational Therapy Educator will work collaboratively with the Allied Health Early Career Program Coordinator, and the Allied Health Director for Mental Health and OT discipline leaders, to strengthen and support the OT workforce within the Mental Health Division. The role will contribute to recruitment processes, the design and implementation of the Early Career Program (ECP), and the provision of practical, day-to-day support for ECP clinicians throughout their employment at Northern Health.

The overarching objective of this position is to ensure early-career occupational therapists are well supported during their transition into practice, building a confident, capable, and well-prepared mental health workforce.

The OT clinical educator will liaise closely with OT clinicians, supervisors, and OT Leaders across the Mental Health Division (Adults and Older Adults) to support the coordination and smooth operation of OT (ECP) rotations. The position will provide training, education, and practical support to clinicians participating in the ECP, ensuring they have the guidance and resources required to develop confidence and competence in mental health practice. The role will also deliver one to one support to supervisors involved in overseeing ECP clinicians. Where workload allows in discussion with AH Early Careers Co-ordinator and Allied Health Director educative support will also be provided to clinicians transitioning to mental health practice. Travel across the Northern Health Mental Health Division catchment will be required.

### This position is responsible for:

- Supporting the learning and development needs of early career Occupational Therapists in the Mental Health Division
- In collaboration with Occupational Therapy Leaders and the ECP clinical education team, contribute to the development, coordination and evaluation of the ECP for Occupational Therapy clinicians
- Establishing and coordinating a system for consultation with OT leadership around provision of ECP rotations each year and grow the number of positions offered across the mental health division
- Contribute to the achievement of Northern Health Mental Health Divisions overall objectives/deliverables
- Where workload allows in discussion with AH Early Careers Co-ordinator and Allied Health Director educative support will also be provided to clinicians transitioning to mental health practice

- Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts.

**All employees:****Quality, Safety, Risk and Continuous Improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

## KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

---

**Leadership:**

- Coordination, including evaluation, of ECP rotations offered in the Mental Health division
- Ensuring compliance with administrative tasks associated with rotations including collating information required for reporting to the Department of Health and internally to the organisation
- Ensure early career clinicians are provided with additional identified learning opportunities to support their development and achievement of the core competencies for practice in mental health
- To ensure the availability of graded learning opportunities across the two-year program
- To support supervisors to provide clear and useful feedback to the clinicians during their rotation
- Together with the supervisor, escalate any concerns related to professional practice to the relevant Occupational Therapy Leaders

**Strategic and Project Management Leadership:**

- Contribute to Education and Workforce Committee ensuring education sessions offered meet capability framework
- Contribute to program-level strategic discussions, especially those related to student supervision, placement capacity, and workforce development.
- Provide specialist insight into how OT education trends, accreditation requirements, or student needs should shape service strategy.
- Identify opportunities for quality improvement in clinical education processes.

- Support alignment between clinical education goals and broader organisational priorities (e.g., workforce sustainability, interprofessional learning).
- Lead small, well-defined projects related to clinical education (e.g., updating placement resources, piloting a supervision model).
- Co-lead or contribute to larger projects where responsibilities are shared across a team.
- Provide subject-matter expertise to projects led by others.

**Organisation-Wide Contribution:**

- Work collaboratively with colleagues across all Northern Health teams.
- Contribute to the recruitment, appointment, induction, orientation, supervision, support and annual discussion with staff, as required
- Complete accurate and timely health service data and statistical information as directed, within nominated timelines
- Provision of clinical advice and supervision to other staff of the service
- Participation in supervision, line management, orientation and support to staff of Northern Health Mental Health Division
- Continue to learn through mandatory training and other learning activities
- Prioritise wellbeing and ensure safe work practices are developed and adhered to
- Take reasonable care for your safety and wellbeing and that of others
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing
- 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
- Increase attraction and recruitment of occupational therapists to Northern Health – Mental Health division

**Diversity and Inclusion:**

- Ensuring ECP clinicians and supervisors have relevant information and support to ensure high quality placement and learning opportunities
- Support achievement of Northern Health's Cultural Responsiveness Plan
- Demonstrate the Northern Health Values

**Innovation and Culture Change:**

- Contribute to the ongoing development and maintenance of a therapeutic environment and a collaborative team atmosphere.
- Promote a friendly, respectful and collaborative environment within the Allied Health ECP team and across the Mental Health Division

## SELECTION CRITERIA

---

**Qualifications, Registrations and Qualities:**

- An approved degree in Occupational Therapy from a recognised School of Occupational Therapy or other qualifications approved for eligibility for membership of Australian Association of Occupational Therapy (Vic)

- Registration under the Australian Health Practitioner Regulation National Law Act (2009) with the Occupational Therapy Board of Australia
- Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts.

**Experience:**

- 10 years' post-graduation experience in clinical mental health or relevant industry experience
- Demonstrated experience in designing and delivering learning and development programs in either Occupational Therapy or Mental Health settings
- Demonstrated experience in a leadership role
- Demonstrated experience working with large and diverse groups of stakeholders
- Experience in identifying professional development needs of health professionals

**Knowledge, Skills and Behaviours:**

- Demonstrated skills and experience in professional (clinical) supervision; conducting training sessions and facilitating groups
- Able to competently perform in a position with a degree of autonomy and responsibility whilst also contributing effectively as a team member within a multidisciplinary team environment
- Highly developed written and oral communication skills and excellent interpersonal skills
- Ability to work flexibly in a complex large organisation and manage time effectively
- Understanding of and ability to contribute to positive workforce culture, staff wellbeing, and leadership initiatives.

Employee Declaration

I  have read, understood and accept the above Position Description.  
(Please print name)

Signature:

Date: