

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.
- All *Responsible Person* under the *Aged Care Act 2024* or *Key Personnel* under the *2013 NDIS Act*, must complete an annual Suitability Assessment, notify MyKPRP@nh.org.au within 5 days of any change in their suitability circumstances, and provide Northern Health with required documentation (e.g. police checks, statutory declarations) to support ongoing record-keeping obligations.



POSITION DESCRIPTION

Position Title:	Orthotist – Grade 3
Key Personnel/Responsible Person:	Yes
Business Unit/Division:	Allied Health Services
Award Agreement:	Allied Health Professionals (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification:	Grade 3, Year 1 – Grade 3, Year 4 CP10 - CP13
Employment Type:	Part-time (30.4 hours per fortnight), fixed term till 14/5/2027.
Reports to:	Associate Director of Allied Health: Podiatry and Orthotics Clinical Lead Orthotist
Date Prepared/Updated:	1/6//2026

ROLE STATEMENT

General Role Statement:

The Grade 3 Orthotist will ensure excellence in client care utilising evidence-based practice, NDIS service improvement activities, risk management with a role in the student program, research and innovation. The Grade 3 Orthotist will work collaboratively with relevant Northern Health teams and programs to achieve the strategic outcome of the Orthotics service. As a member of the Northern Health Orthotics department, the clinician will be required to assist and participate in supervision and ensure maintenance of competency, credentialing and professional development. The Grade 3 Orthotist will be flexible in service delivery models adjusting to the needs of inpatients and ambulatory care patients as required. This role contributes to providing high quality service through active participation in the Orthotics Department Business and Development Plan and the Northern Health Supervision model.

The role requires specialist knowledge of NDIS processes and procedures and establishes an ongoing and sustainable NDIS Orthotics service at Northern Health. Proficient knowledge of neuromuscular conditions and high-risk foot orthotics management is required, and an understanding of how to work across interdisciplinary teams to optimally manage these cohorts with evidence-based and person-centered care.

The role will require staff to be flexible with their working hours to meet the changing operational demands and will include working on weekends. Staff may be required to travel and work across the various Northern Health campuses, programs, and partner organisations once current travel restrictions are eased.

Allied Health Specific

Northern Health Allied Health professionals make a significant contribution to the wellbeing and health outcomes of patients and their families, to the work of Northern Health and to the development of the wider health care knowledge base and system.

All Northern Health Allied Health Clinicians are expected to:

1. Strive for excellence in practice
2. Support a culture of active contribution to the work of Northern Health
3. Demonstrate the skills needed to lead in practice
4. Demonstrate enquiry in practice
5. Be lifelong learners.

This position is responsible for:

- Directs and models person-centred and evidence-based care.
- Demonstrate competence in ability to assess clients, plan and implement appropriate intervention, ensuring optimal outcomes for Orthotic patients in outpatient and community settings.
- Demonstrated clinical skills and understanding of the needs of Northern Health clients specifically in the areas of neuromuscular pathologies, diabetes and wound management and fracture management inclusive of spinal orthotic management.
- Fabrication and knowledge of a range of high-quality orthotic devices
- Demonstrate commitment to involving clients and carers in decision making and goal-setting regarding their care
- Provides high level appropriate education to patients/clients and carers.
- Understands and facilitates interdisciplinary team functioning and how this can maximise person centred care
- Accurate and timely recording of appropriate medical information and outcomes (e.g. in medical histories)
- Knowledge of NDIS procedures, relevant community resources, information and referral processes, and the ability to apply this knowledge to clinical practice
- Provide written reports to NDIS and other relevant outside organisations as required
- Contribute to intra and inter-departmental professional development
- Models and practices developed negotiation and conflict resolution skills

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:

- Models professional leadership and acts as a mentor within Orthotics and across programs
- Creates and facilitate a learning culture which reflects evidence-based practice
- Ability to build strong relationships across the organisation that will assist in patient care and service development.

Strategic and Project Management Leadership:

- Actively participates in strategic initiatives and quality improvement initiatives across Northern Health
- Actively engages consumers in service improvement as per the NH Partnering with Consumers plan
- Represents and advocates for allied health in all designated roles and responsibilities

Organisation-Wide Contribution:

- Respond to referrals within agreed timeframes to meet service KPIs.
- Prioritise complex clinical load with using departmental priority tools
- Understand the structural and financial constraints of the public health system, the importance of KPIs and the relationship between these factors and service delivery.
- Knowledge of and competence in negotiation and conflict resolution skills.
- Participate in departmental quality activities and accreditation processes.
- Demonstrate ability to work autonomously and co-operatively with staff in the Orthotics team and other disciplines.
- Encourage and participate in the patient complaint process

Diversity and Inclusion:

- Fosters and models a detailed understanding of culturally and linguistically diverse communities (CALD)

Innovation and Culture Change:

- Actively engages in organisational change and transformation processes
- Promotes a culture of person-centred care
- Displays an innovative mind-set

SELECTION CRITERIA

Qualifications, Registrations and Qualities:**Essential Knowledge, Skills and Behaviours:**

- Undergraduate degree in Orthotics & Prosthetics
- Membership with the Australian Orthotic Prosthetic Association (AOPA)
- Current NDIS worker screening check or willingness to acquire one
- Demonstrated clinical skills within sub-acute and community care including complex neuromuscular disorders and high-risk foot offloading
- Well-developed interpersonal skills
- Demonstrated effective verbal and written communication skills
- Ability to work in a multi-disciplinary team and awareness of interdisciplinary team functioning
- Commitment to ongoing professional development
- Competent computer skills particularly in Telehealth platforms, Word Processing and Internet use, and the ability to learn dedicated software
- Commitment to and experience in providing quality services to people from diverse language/cultural backgrounds.
- Meets eligibility criteria to work within Commonwealth Programs
- Current Victorian drivers licence

Essential experience:

- Relevant clinical experience, minimum of 7 years.

- Experience working in the public health system, and/or has an understand the structural and financial constraints of the public health system, the importance of KPIs and the relationship between these factors and service delivery.

Desirable:

- Fluency in relevant community language
- Understanding of the national Safety and quality Standards.
- Post-graduate degree in a relevant field
- Relevant certifications for the safe prescription of Orthotic devices, e.g. Exopulse MolliiSuit
- Experience with paediatric populations for the Orthotic management of neuromuscular conditions

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: