

Role Description

Principal Advisor, Occupational Therapy

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.	24567	Content Manager No.	24/112220
Work Unit	Disability, Inclusion and Student Services School and Student Support		
Location	Nominated Region		
Classification	HP5 Department of Education Certified Agreement 2022, Queensland Public Service Officers and Other Employees Award – State 2015 38 hour week		
Job Type	Permanent / Temporary / Full-time / Part-time Temporary period until XXXX unless otherwise determined		
Salary Range	per annum Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		

Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Principal Advisor, Occupational Therapy, you will:

- Provide strategic advice on policy development and implementation and needs-based resourcing related to occupational therapy services within the region.
- Significantly contribute to the development of statewide programs, policies, operational standards and procedures to support occupational therapy services across the state.

The Principal Advisor, Occupational Therapy reports to the Statewide Clinical Manager, Occupational Therapy, Therapies and Nursing, Disability, Inclusion and Student Services, School and Student Support.

Your role

Responsibilities include:

- Provide leadership and professional supervision to occupational therapists at a regional level, in collaboration with regional and school management, in the delivery of safe, high-quality effective services.
- Direct and support occupational therapists and school management teams in assessing occupational therapy requirements and identifying appropriate responses and interventions to support curriculum delivery and students with disability.
- Provide high level expert advice to inform strategic decision making in the development of policies, systems and practices related to the delivery and continuous improvement of occupational therapy services.
- Provide strategic advice to the Statewide Clinical Manager, Occupational Therapy to inform strategic decision making on statewide occupational therapy service provision which enables the achievement of the department's Strategic Plan.



Customers first



Ideas into action



Unleash potential



Be courageous



Empower people

Work safe,
learn safe, play safe

**Queensland
Government**

- Determine resource allocations, manage staff and resources, formulate policy initiatives, and develop corporate strategies, in collaboration with the Statewide Clinical Manager, Occupational Therapy.
- Oversee the research, development, implementation and evaluation of validated clinical practices, policies and protocols relating to the practice of occupational therapy across the region.
- Monitor and report on performance across occupational therapy services within the region, and collaborate with the Statewide Clinical Manager, Occupational Therapy to develop processes for, and monitor and report on performance across the state.
- Provide expert advice on, and lead aspects of research, development, maintenance, review and implementation of operational standards, procedures and programs to support occupational therapy services across the state.
- Plan and provide clinical supervision to occupational therapists.
- Identify professional development needs and proactively plan, implement and evaluate training and development initiatives for occupational therapists to support career progression and clinical advancement schemes.
- Provide expert advice, as a member of the regional management team, on the occupational therapy strategic direction and service priorities for the region and contribute to the strategic direction and priorities for the state.
- Collaborate with the Regional Director and leadership teams in schools to interpret data and determine needs-based resourcing and models for delivery of occupational therapy.
- Promote system wide occupational therapy services, processes and resources to support students with disability and lead teams and projects as required to achieve the department's Strategic Plan.
- Maintain effective communication and collaboration networks with state schools within the region and with other regions, and with other relevant agencies and stakeholders such as other government departments and relevant professional bodies to achieve positive educational outcomes.
- Collaborate with Principal Advisors and Senior Physiotherapists, Occupational Therapists, Speech Language Pathologists across all therapy streams to identify and respond to common issues impacting therapy services in education.
- Prepare and present significant papers and reports relating to the department's occupational therapy services internally and in external forums as required.
- Represent the department on committees and associations, and in negotiations at a variety of forums on issues relating to occupational therapy services, including with interdepartmental committees, service providers, professional associations, educational and tertiary institutions and community representatives.
- Respond to service complaints in collaboration with regional managers and school principals.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is:

- Possession of a degree in occupational therapy from a recognised tertiary institution, or other equivalent formal qualifications which, in the opinion of the Director-General, Department of Education or delegate, are acceptable and registration with the Occupational Therapists Board of Queensland.
- Current registration with the Occupational Therapy Board of Australia (Australian Health Practitioner Regulation Agency).
- In accordance with the [*Working with Children \(Risk Management and Screening\) Act 2000*](#), registered health practitioners working within their professional capacity must hold valid registration with the Australian Health Practitioner Regulation Agency at all times during their employment for the purpose of satisfying the exemption requirements of the Act.

Leadership Competencies

[*Leadership Competencies for Queensland*](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.

- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.