



<b>Position Title:</b> Allied Health Content Developer	<b>Entity:</b> Independent Living Assessment Inc (iLA)
<b>Reports to:</b> Project Lead – Keep Able	<b>No of Direct Reports:</b> 0
<b>Industrial Instrument / Job Level:</b> Common Law Contract - Tier 4 Professional	<b>Primary Location:</b> East Perth WA / Hybrid
<b>Position Requirements</b>	
<p><b>Primary Purpose</b></p> <p>The Allied Health Content Developer will support the expansion of the Keep Able product with evidence-based content while ensuring adherence to clinical governance standards. The role will draw on allied health and/or the aged care sector experience and excellent communication skills to contribute to the development of up-to-date and high-quality content embedding wellness and reablement. The role works as part of a team of content creators and works collaboratively with the Allied Health Project Professional.</p>	
<p><b>Key Accountabilities/Responsibilities</b></p> <p><b><u>Health Safety Wellbeing &amp; Environment</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate leadership in, role model and comply with all health, safety and hygiene policies, systems, and OH&amp;S legislation to maintain an appropriate working environment.</li> <li>• Ensure all incidents, accidents, injuries, hazards or property damage are reported and managed. Identify and implement safety improvements working collaboratively with the Work Health and Safety program.</li> <li>• Contribute to developing and nurturing a culture that supports wellbeing.</li> </ul> <p><b><u>Functional – Expansion of Keep Able</u></b></p> <ul style="list-style-type: none"> <li>• Contribute to the growth and development of Keep Able (iLA’s Wellness and Reablement digital platform).</li> <li>• Draw on subject matter expertise and excellent communications skills to make complex concepts accessible, engaging, and persuasive for a range of audiences.</li> <li>• Work collaboratively as part of a multi-disciplinary team to contribute towards the development of a range of content types including e-learning modules, videos, podcasts, and written content.</li> <li>• Work in an Agile manner, negotiating multiple priorities and delivering work as agreed and on schedule.</li> <li>• Maintain up to date knowledge of the reforms within the aged care sector in order to disseminate this information in a clear and concise manner.</li> <li>• Engage with key stakeholders to identify needs, challenges and potential solutions to support delivery of wellness and reablement practices, where possible collaborating to co-design resources.</li> <li>• Effectively manage communication of progress within the project team and escalate issues, as necessary.</li> <li>• Work collaboratively within the Keep Able Expansion and Transformation project teams, and with the Sector Support and Development team</li> <li>• From time to time, undertake other reasonable duties as requested by your Manager.</li> </ul> <p><b><u>Strategic</u></b></p> <ul style="list-style-type: none"> <li>• Contribute to, and demonstrate by example, the vision, mission and values.</li> <li>• Maintain a strong network across the industry and relationships with regulators, customers and other external stakeholders.</li> <li>• Identify and implement improvement opportunities within the Group and participate in continuous improvement of the wider organisation by recommending sensible changes and communicating issues that may affect the organisation.</li> </ul> <p><b><u>People &amp; Culture</u></b></p>	



- Demonstrate collaborative behaviour across the organisation to contribute to ensuring ‘one organisation’ where multifunctional team performance is optimised.
- Participate actively, and work closely and constructively, with colleagues in the leadership team to deliver integrated business outcomes.
- Ensure cultural optimisation through engaging in fit-for-purpose cultural programs and embedding these within the Group (initiated via the Brand and People Group).
- Role model positive leadership to employees.
- Respect and value the diversity of the workforce by helping to prevent and eliminate discrimination in the workplace.
- Manage resource requirements to ensure appropriate coverage within approved budget.

**Budgeting & Administration**

- Meet activity based KPI’s.
- Report on performance against Project Plans.
- Ensure delivery of services and support within agreed budgets.
- Ensure all operational and administrative processes are undertaken in accordance with established policies and procedures and associated processes are maintained and accessible in appropriate formats and designated locations.

**Key Performance Indicators & Measures**

*Indicators of effective performance in the position. KPI’s are to be SMART goals. They are identified in the PDR to be specific to the individual teams and the position in a specified point in time. .*

**Key Relationships**

*Key positions or groups with whom the individual will interact to perform the work of the position.*

**Internal**

- Keep Able Expansion and Transformation project teams
- Sector Support and Development Team
- Leadership team
- All other teams in the organisation

**External**

- CHSP funded organisations
- Sector peers/competitors
- Peak bodies
- Government representatives and departments (local, State and Federal)
- Consultants and advisors

**Key Behaviours**

Behavioural competencies or ‘behaviours’ are effectively attributes we display as we carry out our work, and ‘how’. Below identifies **KEY** competencies (**6-12 key to the role**) integral to the success of this position and the organisation. For this job classification level key competencies critical for success will be primarily be in Operational Behaviours.

[Strategic Behaviours](#)

[Leadership Behaviours](#)

[Operational Behaviours](#)

<input type="checkbox"/> Aligning Performance for Success <input type="checkbox"/> Analytical Thinking <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Building Strategic Working Relationships <input type="checkbox"/> Change Management <input type="checkbox"/> Innovation & Creativity <input type="checkbox"/> Leading through Vision & Values <input type="checkbox"/> Strategic Decision Making	<input checked="" type="checkbox"/> <b>Adaptability/ Agile Approach</b> <input type="checkbox"/> Building Customer Loyalty <input checked="" type="checkbox"/> <b>Building Partnerships</b> <input type="checkbox"/> Leading the Team – people centric <input type="checkbox"/> Coaching/developing others <input type="checkbox"/> Delegating Responsibility <input type="checkbox"/> Decision Making <input checked="" type="checkbox"/> <b>Information Monitoring</b> <input type="checkbox"/> Influencing /Negotiation <input type="checkbox"/> Managing Conflict <input type="checkbox"/> Project Management <input type="checkbox"/> Digital capability <input type="checkbox"/> Business Acumen <input type="checkbox"/> Growth mindset <input checked="" type="checkbox"/> <b>Stakeholder engagement</b> <input type="checkbox"/> Stress Tolerance/Resilience	<input checked="" type="checkbox"/> <b>Applied Continuous Learning</b> <input type="checkbox"/> Marketing & Comms <input type="checkbox"/> Build Trust <input checked="" type="checkbox"/> <b>Communication</b> <input type="checkbox"/> Client Liaison <input type="checkbox"/> Demonstrates Initiative <input type="checkbox"/> Energy <input type="checkbox"/> Formal Presentation <input type="checkbox"/> Gaining Commitment <input checked="" type="checkbox"/> <b>Legislative &amp; Industry Standards</b> <input type="checkbox"/> Organisation & Self -Management <input checked="" type="checkbox"/> <b>Quality &amp; Work Standards (including clinical or/ and technical)</b> <input type="checkbox"/> Results Focused <input type="checkbox"/> Safety & Environmental Excellence <input checked="" type="checkbox"/> <b>Teamwork</b> <input type="checkbox"/> Tenacity	
<b>General Assessed</b>			
Impact	Technical / Professional Knowledge	Job Fit	Organisational Fit
<b>Work Related Requirements</b>			
<p><b>Knowledge &amp; Skills (Social, Personal &amp; Technical) &amp; Equipment</b></p> <p><i>The knowledge necessary to effectively perform in the position. Specific skills or equipment that the person needs to be able to use. Personal attributes/qualities that are important to the success of this position.</i></p> <ul style="list-style-type: none"> <li>• In-depth knowledge of wellness and reablement principles and how they apply in the aged care sector.</li> <li>• Effective verbal and communication skills including proven relationship building skills.</li> <li>• Excellent writing skills to develop resources, training, and educational documents across a range of formats.</li> <li>• Demonstrated ability to translate technical or expert concepts and tailor communications to connect with a range of audiences.</li> <li>• Demonstrated ability to prioritise and meet deadlines, sometimes working with incomplete information.</li> <li>• High level of digital literacy, including Microsoft office suite</li> </ul>			
<p><b>Work Experience</b></p> <p><i>The type and extent of previous work experience that is necessary to perform in the position</i></p> <ul style="list-style-type: none"> <li>• A minimum of three years experience in role/s in similar positions and/or industries</li> <li>• Demonstrated experience in engaging with community stakeholders to facilitate change and improve access to resources, skills and knowledge.</li> <li>• Experience in developing resources for the purpose of educating and building knowledge.</li> </ul>			
<b>Clearances, Licences or Registrations</b>			
NDIS Worker Screening Check <input checked="" type="checkbox"/>	WWC <input type="checkbox"/>	Covid-19 Vaccinations <input type="checkbox"/>	AHPRA <input checked="" type="checkbox"/>
			NCCHC <input type="checkbox"/>
			Drivers Licence <input type="checkbox"/>
			Other (specify) <input type="checkbox"/>

**Qualifications**

- Degree qualification in an Allied Health/ primary health profession, or;
- Role/s in similar position and/or industry, with exposure to at least one of the functional areas encompassed by this role.

**Extent of Authority**

Authority to act within the scope of your position to perform the objectives and requirements of your position as identified within this Position Description and as directed by your Leader. The extent of the authority may alter from time-to-time at the direction of your Leader.

Prepared & Approved By: Liberty Cramer (Program Manager – SSD & Keep Able)

Date Reviewed/Modified: 8/08/2024 Reviewed by Liberty Cramer and People and Culture Business Partner -iLA

\*All PDs should be sent to P&C for approval and uploading to SharePoint.

Related Documents: **PD Work Instructions, Behaviours Guide**

**HR Use Only**

**Risk Assessed Role (NDIS Worker Screening Check) No, not NDIS risk assessed role**

Date the role was assessed: 7/07/2022 Assessed By: Lisa Karabin, People & Culture Manager