



Position Title: OT Projects Professional	Entity: Independent Living Assessment Inc (iLA)
Reports to: Principal Healthy Ageing Lead	No of Direct Reports: 0 Clinical supervision of staff: 1-5
Industrial Instrument / Job Level: Common Law Contract - Tier 4 Professional	Primary Location: East Perth WA / Remote work set up

Position Requirements

Primary Purpose

The role of the OT Projects Professional is to provide professional and clinical advice, training, and content review and development across iLA’s digital initiatives. This role will be mostly non-client facing and responsible for the planning, development and delivery of resources and content that require clinical input, maintaining and expanding information about assistive technology displayed on LiveUp, and building capacity through iLA’s community of practice.

Key Accountabilities/Responsibilities

Health Safety Wellbeing & Environment

- Demonstrate leadership in, role model and comply with all health, safety and hygiene policies, systems, and OH&S legislation to maintain an appropriate working environment
- 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.
- Contribute to developing and nurturing a culture that supports wellbeing.

Functional – Sector Support and Development

- Contribute to development and ongoing enhancement of iLA’s initiatives, including providing clinical oversight and input.
- Contribute to the development of online resources, tools and measures that support enhancements to iLA’s digital offerings.
- Provide clinical supervision and support to iLA staff delivering mentoring, and navigation services within iLA.
- Assist mentor and navigation staff with coordination of referrals, planning, delivery and evaluation, including scheduling and prioritising client needs.
- Maintain the currency of assistive technology information and resources displayed on iLA digital initiatives and continuously update and expand content in line with product developments and technological advancements. Work within the team undertaking validation of assistive technology products.
- Assist with the maintenance of iLA’s activity database, ensuring listed activities are fit for purpose. Consult with and advise customers and staff on assistive technology, equipment, home modifications, funding sources and resources.
- Use a co-design approach to develop resources that support the enhancement of iLA’s client focused initiatives.
- Undertake and contribute to internal and external professional knowledge through the development and presentation of relevant workshops and information sessions.
- Keep informed of the reform within the aged care and disability sectors and disseminate this information in a clear and concise manner to the aged care sector.
- Represent iLA at conferences, seminars, expos, and other forums and facilitating community consultation meetings.

- From time to time, undertake other reasonable duties as requested by your Manager.

Strategic

- Contribute to, and demonstrate by example, the vision, mission and values
- Maintain a strong network across the industry and relationships with suppliers, regulators, customers and other external stakeholders
- 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

People & Culture

- 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
- Role model positive leadership to employees
- Respect and value the diversity of the workforce by helping to prevent and eliminate discrimination in the workplace

Budgeting & Administration

- Manage and report on performance against Activity Work Plan
- 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

- Community and Sector 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 type="checkbox"/> Adaptability/ Agile Approach <input type="checkbox"/> Building Customer Loyalty <input checked="" type="checkbox"/> Building Partnerships <input type="checkbox"/> Leading the Team – people centric <input checked="" type="checkbox"/> Coaching/developing others <input type="checkbox"/> Delegating Responsibility <input type="checkbox"/> Decision Making <input checked="" type="checkbox"/> Information Monitoring <input type="checkbox"/> Influencing /Negotiation <input type="checkbox"/> Managing Conflict <input checked="" type="checkbox"/> Project Management <input type="checkbox"/> Digital capability <input type="checkbox"/> Business Acumen <input type="checkbox"/> Growth mindset <input checked="" type="checkbox"/> Stakeholder engagement <input type="checkbox"/> Stress Tolerance/Resilience	<input type="checkbox"/> Applied Continuous Learning <input type="checkbox"/> Marketing & Comms <input type="checkbox"/> Build Trust <input checked="" type="checkbox"/> Communication <input checked="" type="checkbox"/> Client Liaison <input type="checkbox"/> Demonstrates Initiative <input type="checkbox"/> Energy <input checked="" type="checkbox"/> Formal Presentation <input type="checkbox"/> Gaining Commitment <input type="checkbox"/> Legislative & Industry Standards <input type="checkbox"/> Organisation & Self -Management <input checked="" type="checkbox"/> Quality & Work Standards (including clinical or/ and technical) <input type="checkbox"/> Results Focused <input type="checkbox"/> Safety & Environmental Excellence <input checked="" type="checkbox"/> Teamwork <input type="checkbox"/> Tenacity
--	---	--

General Assessed

Impact	Technical / Professional Knowledge	Job Fit	Organisational Fit
--------	------------------------------------	---------	--------------------

Work Related Requirements

Knowledge & Skills (Social, Personal & Technical) & Equipment

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

- Understanding of the needs of a diverse range of individuals across all age spans and abilities, particularly in the areas of assistive technology, home modifications and wellness and reablement in a range of settings.
- Demonstrated knowledge of the disability/and/or aged care sector with a good understanding of current trends around assistive technology, home modifications and reablement
- Experience implementing continuous improvement across service design and delivery to ensure best outcomes for clients.
- Ability to work with people with disability, recognising the value of their lived experience in supporting others to make decisions regarding their assistive technology needs.
- Ability to research and review relevant Information with an attention to detail and best practice focus
- Commitment to the value of peer and mentor support in meeting individual client goals.
- Experience as a team leader or clinical supervision of staff, supporting the professional development and clinical knowledge of staff.
- Effective verbal and communication skills including the ability to deliver complex or clinical information in a simple way.
- Experience report writing, public speaking, delivering presentations and facilitating community consultation meetings.
- Excellent writing skills to develop resources, content, training, and educational documents
- Demonstrated ability to prioritise and meet deadlines, sometimes working with incomplete information
- Sound understanding of data collection and use of customer relationship management tools.
- Computer literacy (including Microsoft office suite) and familiar with communicating and presenting via



Microsoft TEAMS.

Work Experience

The type and extent of previous work experience that is necessary to perform in the position

- Role/s in similar position and/or industry
- Demonstrated experience in engaging with community stakeholders to facilitate change and improve access to resources, skills and knowledge.
- Experience in developing resources for the purpose of educating and building knowledge.

Clearances, Licences or Registrations

NDIS Check <input checked="" type="checkbox"/>	WWC <input checked="" 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 Occupational Therapy (essential).
- Indepth insight into assistive technology preferred (desirable).

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: Kristy Harper, Michael Barlow-Stringer, Hilary O'Connell)

Date Reviewed/Modified: 15/03/2023

*All PDs should be sent to P&C for approval and uploading to sharepoint

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

Risk Assessed Role (NDIS Worker Screening Check) : Yes

C) A role for which the normal duties is likely to require more than incidental contact with a person with disability

Date the role was assessed: 17/03/2023 Assessed