

Position Title: Speech Pathologist	Entity: Indigo Australasia Inc (Indigo)
Reports to: Team Lead – Speech Pathologist	No of Direct Reports: 0
Industrial Instrument / Job Level: Enterprise Agreement - Level 5-7	Primary Location: Nedlands (or other approved site)
Position Requirements	
<p>Primary Purpose</p> <p>The Speech Pathologist works with individuals, carers, organisations, and key partners to ensure optimal outcomes for people accessing the Organisation’s services.</p> <p>The speech pathologist achieves this through providing professional and clinical advice, training, assessment, prescription, and implementation of assistive technology, including augmentative and alternative communication (AAC).</p>	
<p>Key Accountabilities/Responsibilities</p> <p><u>Health Safety Wellbeing & Environment</u></p> <ul style="list-style-type: none"> • 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. <p><u>Functional</u></p> <ul style="list-style-type: none"> • Deliver evidence-based information, assessment, prescription, intervention and training services to consumers, carers, health professionals, schools and service providers on augmentative and alternative communication and assistive technology to support other discipline specific interventions. • Consult and collaborate with organisations, including schools, to promote communication accessible environments and inclusion. • Prepare professional reports and equipment funding applications, providing clinical reasoning and recommendations on assistive technology and related therapy services. • Maintain accurate and timely statistical and administrative records on relevant database and operational systems. • Collect, evaluate, and report on outcome measures to ensure minimum reporting standards are met. • Manage workload and achieve key performance indicators within specified timeframes. • Participate in service development, which may include undertaking research and projects. • Establish and maintain professional networks with service providers, health professionals, referral sources, Assistive Technology suppliers and other stakeholders. • Promote the Organisation’s services via sector, stakeholder, and supplier networks. • Accept responsibility in maintaining and expanding skills and knowledge related to the area of practice. • Provide clinical supervision to students as required (Level 6 and Level 7) • Provide clinical supervision and support to colleagues (Level 7) • Develop educational materials and resources including training, workshop, and publications. • Deliver presentations to various audiences, including at conferences, internal training, educational institutions and to community/professional groups. • Contribute to equipment management, including research, evaluation, updating relevant databases, maintenance and ordering of assistive technology. 	

Strategic

- Maintain a strong network across the industry and relationships with suppliers, regulators, customers, and other external stakeholders
- Contribute to, and demonstrate by example, the vision, mission and values
- Lead, participate and/or engage in all activities that relate to Group strategic initiatives and key issues
- 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

- 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 (Level 6-7)
- Respect and value the diversity of the workforce by helping to prevent and eliminate discrimination in the workplace

Budgeting & Administration

- Manage and report monthly on performance against budget
- Meet revenue and activity based KPI's
- Ensure delivery of services and support within agreed budgets
- Ensure all operational and administrative processes are undertaken in accordance with established policies and procedures
- Ensure all documentation 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

- Executive team
- Leadership team
- Speech Pathology Team
- All other teams in the organisation

External

- Peak bodies
- Government representatives and departments (local, State and Federal)
- Consultants and advisors
- Small & Medium Enterprises
- Suppliers and vendors
- Community care customers and families

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 checked="" type="checkbox"/> Leading through Vision & Values <input type="checkbox"/> Strategic Decision Making	<input checked="" type="checkbox"/> Adaptability <input checked="" type="checkbox"/> Building Customer Loyalty <input checked="" type="checkbox"/> Building Partnerships <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 type="checkbox"/> Information Monitoring <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 type="checkbox"/> Agile Approach <input type="checkbox"/> Stakeholder engagement <input checked="" 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 checked="" type="checkbox"/> Gaining Commitment <input checked="" type="checkbox"/> Legislative & Industry Standards <input checked="" 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 type="checkbox"/> Teamwork <input type="checkbox"/> Tenacity	
General Assessed			
Impact	Technical / Professional Knowledge	Job Fit	Organisational Fit
Work Related Requirements			
<p>Knowledge & Skills (Social, Personal & Technical) & Equipment</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"> • Sound report writing skills using evidence-based practice to develop and implement person-centred solutions • Ability to work with individuals, care givers, health professionals and education staff within consultative and collaborative relationships to achieve positive outcomes. • Ability to work cohesively in a multi-disciplinary team and positively contribute to team spirit and motivation. • Demonstrated proficiency in ICT including the use of data bases and Microsoft Office suite applications and generating and interpreting data. • Demonstrated ability to present clear and succinct verbal and written messages to meet the needs and understanding of the intended audience. • Demonstrated commitment to ongoing professional development and knowledge of the disability and aged care sector, resources, technologies and the application and contribution to service improvement and peer development. • Capability to build relationships, effectively negotiate and influence others • Ability to liaise with leaders and key stakeholders both internally and externally • Ability to prioritise and meet deadlines, sometimes working with incomplete information • Sound understanding of customer relationship management • May require some work after ordinary business hours, including weekends, on occasion 			
Work Experience			

<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"> • Role/s in similar position and/or industry, with exposure to at least one of the functional areas encompassed by this role • Level 5 – Graduate to 3 years Speech Pathologist experience • Level 6 – Minimum 3 years’ experience • Level 7 – Minimum 6 years’ experience • General and specialist clinical skills and knowledge (position specific) 						
<p>Clearances, Licences or Registrations</p>						
<p>NDIS Check <input checked="" type="checkbox"/></p>	<p>WWC <input checked="" type="checkbox"/></p>	<p>Covid-19 Vaccinations <input type="checkbox"/></p>	<p>Current accredited First Aid certificate <input type="checkbox"/></p>	<p>NCCHC <input checked="" type="checkbox"/></p>	<p>Drivers Licence <input checked="" type="checkbox"/></p>	<p>Speech Pathologist Registration <input checked="" type="checkbox"/></p>
<p>Qualifications</p> <p>Degree qualification in Science (Speech Pathology) or equivalent. This position may involve travel to locations throughout Western Australia.</p>						
<p>Extent of Authority</p> <p>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.</p>						
<p>Prepared & Approved By: Lisa Karabin Date Reviewed/Modified: 5/07/2022 *All PDs should be sent to P&C for approval and uploading to sharepoint</p>						
<p>Related Documents: PD Work Instructions, Behaviours Guide</p>						
<p>HR Use Only</p> <p>Risk Assessed Role (NDIS Worker Screening Check) Yes, NDIS risk assessed role. B) A role for which the normal duties include the direct delivery of specified supports of specified services to a person with disability Date the role was assessed: 1/02/2022 Assessed By: Lisa Karabin, People & Culture Manager</p>						