

# Position Description

## PODIATRIST

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<b>Position Title:</b>	Podiatrist
<b>Manager (reports to):</b>	Team Leader, Allied Health (Podiatry)
<b>Division:</b>	Client Services
<b>Program:</b>	Allied Health
<b>Primary Location:</b>	As per Contract
<b>Other Location:</b>	Additional sites as required
<b>Classification (Grade/Level):</b>	Allied Health Professional Grade 2 (pay point dependant on experience)
<b>Enterprise Agreement or Award:</b>	Allied Health Professionals (Victorian Community Health Centres) (Multi-Employer) Enterprise Agreement 2022–2026 or its successor

### Better Health Network

Better Health Network (BHN) is a not-for-profit organisation providing integrated health and wellbeing services to people of all ages in communities across south-eastern Melbourne. We proudly provide a wide range of services to support healthy living, general wellbeing and social connection. These include specialist medical services, dental and allied health, nursing and counselling services, as well as aged care social supports and NDIS disability services. With the vision, *Your health, your choice, your way*, we exist to deliver accessible services that meet the needs of our communities and use our influence to create positive change.

### Position Objective

This role is responsible for delivering high-quality podiatry services that promote health, independence, and safety, enabling clients to remain active, engaged and connected within their communities. This position supports the achievement of the Allied Health program and organisational goals by ensuring effective and efficient service delivery across diverse funding streams, while demonstrating a commitment to BHN’s vision, strategic priorities, and high standards of care.

BHN’s Allied Health program provides services to a diverse client population, including older adults, people living with disability, and individuals with chronic, complex, or multifaceted health needs. As older adults represent the primary client cohort, this role requires sound clinical expertise in podiatric assessment and treatment, strong interpersonal and professional skills, and effective collaboration with internal and external stakeholders.

Working collaboratively within a multidisciplinary allied health team, the Podiatrist will build and maintain effective relationships with clients, carers, internal colleagues, and external stakeholders to optimise client outcomes and support person-centred care.

To meet service delivery requirements, the Podiatrist may be required to work across multiple BHN locations and service areas, including providing coverage during periods of staff leave, vacancies, or changing operational needs.

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### Key Professional Responsibilities

- Deliver effective, efficient, and evidence-based podiatry assessment and treatment in accordance with BHN policies, clinical standards, and funding requirements.
- Provide client-centred education that supports self-management and promotes independence, comfort, and safety.
- Work collaboratively within multidisciplinary allied health and community care teams to ensure coordinated, integrated service delivery, including referring clients to internal and external services as required.
- Contribute to podiatry-related program development and participate in clinical governance, case conferences, and quality improvement activities in line with BHN policy.
- Delegate appropriately, and provide support, education, and direction to Allied Health Assistants.
- Supervise and support podiatry students as required.
- Maintain up-to-date knowledge of infection prevention and control standards and adhere to safe clinical practice.
- Oversee podiatry equipment, consumables, and clinic supplies to ensure safe and efficient service delivery.
- Maintain accurate and timely electronic health records, documentation, and statistical data in accordance with BHN policy and professional standards.
- Foster effective communication and positive working relationships within the team and across the organisation.
- Engage in meaningful community participation and represent BHN professionally when interacting with clients, carers, and community partners.

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### Organisational Responsibilities

#### (Self) Leadership:

- Stay current with industry developments, enhancing professional knowledge and technical skills to maintain best practice.
- Adapt to organisational needs, undertaking additional responsibilities as required to support BHN's operations and strategic priorities.
- Ensure ongoing compliance, adhering to relevant legislation, funding guidelines, service standards, and contractual obligations.

#### Occupational Health & Safety:

- All employees are responsible for taking reasonable care of their own health and safety, as well as the safety of others affected by their actions at work, and for adhering to BHN's Occupational Health & Safety frameworks.

#### Risk Management:

- Actively identify, report, and manage risks to ensure a safe and efficient work environment.

#### Quality:

- Follow BHN's policies and procedures to ensure compliance and consistency in service delivery.
- Engage in quality improvement initiatives and actively involve clients in these activities when applicable.

#### Behavioural:

- All employees are expected to demonstrate behaviours and capabilities that align with our organisational values of Accountability, Collaboration, Respect, and Courage. These expectations are tailored to the level of

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responsibility associated with each role. The specific capabilities for this position can be found in BHN's Values Capability Matrix.

- Perform duties in accordance with BHN policies and procedures.
  - Undertake other duties as reasonably directed.
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### Working Relationships

**Direct Reports:** Nil

**Internal working relationships include:**

- Allied Health Team (Including Occupational Therapy, Physiotherapy, Podiatry, Dietetics, Allied Health Assistants, Diabetes Educators and all other client services)
- Team Leader, Allied Health (Podiatry) and other Team Leaders within Client Services
- Program Manager, Allied Health
- Administrative and Support Staff

**External working relationships include:**

- Clients, carers and service users of BHN.
  - Local related organisations and agencies, e.g. client referrers, My Aged Care assessors
  - Local, State and Commonwealth government agencies, e.g. DoH
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### Key Selection Criteria

**Essential Qualifications**

- Tertiary qualification in Podiatry.
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA).

**Essential Experience**

- Demonstrated ability to provide podiatry services to clients with diverse backgrounds, chronic and complex conditions, and multiple health needs.
- Demonstrated experience in core podiatry practice areas, such as high-risk foot care, wound management, nail and skin pathology, biomechanical assessment, and provision of foot orthoses or offloading strategies.
- Knowledge and experience working within the health, aged care, and disability service systems, including programs such as My Aged Care, CHSP and the Support at Home program.
- Ability to provide health education and support within a self management framework.
- Commitment to, and enthusiasm for, working with the primary client group, particularly older adults.
- Well-developed assessment, clinical reasoning, and problem solving skills.
- Excellent interpersonal, communication, and negotiation skills.
- Demonstrated ability to work both independently and collaboratively within a multidisciplinary team.
- Demonstrated skills in networking, liaison, and building effective relationships with relevant service providers.
- Proficiency in digital and computer systems, including electronic health records and Microsoft Office applications.

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### Essential Skills and Attributes

- Demonstrated understanding of, and commitment to, community health principles, chronic disease management, and the Social Model of Health.
- Strong interpersonal skills and the ability to work effectively with clients who present with complex needs or challenging behaviours.
- Excellent written and verbal communication skills.
- Ability to travel within the BHN catchment area.

### Desirable Criteria

- Experience working in a community health setting.
- Experience in program planning, implementation, and evaluation.
- Knowledge of the local service system and referral pathways.
- Experience supervising students.
- Advanced digital literacy, including use of electronic health record systems.

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## Inherent Requirements

BHN endeavours to provide a safe working environment for all staff. The below describes the critical inherent requirements associated with this job.

### Physical

- Frequent movement, standing, sitting and computer tasks, manual handling, or use of equipment in line with role/task requirements

### Cognitive

- Attention to detail and task accuracy to minimise risk to self and others.

### Psychosocial

- Exposure to emotional situations; resilience required to manage stress.
- Must report hazards, incidents, and follow safe work procedures (WHS duty of care).

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## Compliance

### Compliance Responsibilities:

It is the responsibility of both the Manager, and Incumbent(s) of the role to ensure the employee(s) performing the role meet relevant requirements of Professional Standards/Codes of Conduct imposed by AHPRA, National Boards, or under Industry Codes. It is the responsibility of both the Manager, in partnership with People and Culture, to ensure that probity checks remain compliant.

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Probity checks must be completed as indicated

<input checked="" type="checkbox"/> National Police Check [Mandatory]*	<input checked="" type="checkbox"/> Working with Children Check [Mandatory]
<input checked="" type="checkbox"/> Evidence of Right to Work in Australia [Mandatory]	<input type="checkbox"/> NDIS Worker Screening Check
<input checked="" type="checkbox"/> Statutory Declaration Choose an item.General Statutory Declaration	<input type="checkbox"/> Aged Care Worker Banning Order Check
<input checked="" type="checkbox"/> Professional Registration AHPRA Registration	<input type="checkbox"/> First Aid Certificate
<input type="checkbox"/> Current full or probationary driver's licence	<input type="checkbox"/> Vaccination Requirement Category Choose an item.B

Please refer to the Credentiaing and Scope of Practice Policy for further information and the Immunisation Policy for details regarding immunisation categorisation, please note all Category A workers are required to be vaccinated annually for seasonal influenza. \*International Police Check required if the person has lived in any other country for at least 12 months in the past 10 years.

### Position Description Authorised by:

<b>Position Title:</b>	Program Manager, Allied Health		
<b>Program/Team:</b>	Allied Health		
<b>PD Version Number:</b>		<b>Date:</b>	3/6/2026
<b>People and Culture Review</b>			
<b>People &amp; Culture Signature:</b>	People & Culture Coordinator	<b>Date:</b>	04/06/2026