

POSITION DESCRIPTION

Position Title:	Clinical Director Community and Enhanced Care
Service:	Parkville Youth Mental Health and Wellbeing Service (PYMHWS)
Location:	Multiple Sites Parkville/Sunshine/Wyndham/Spotswood
Reports To:	Chief Medical Officer
Enterprise Agreement:	AMA Victoria - Victorian Public Health Sector – Medical Specialists Enterprise Agreement 2022–2026
Classification:	HN16 – HN59
Immunisation Risk Category:	Category A
Date of Review:	June 2027

About the Parkville Youth Mental Health and Wellbeing Service (PYMHWS)

Parkville Youth Mental Health and Wellbeing Service (PYMHWS) is Victoria's first standalone public mental health service built exclusively for young people aged 12 to 25. Established in 2024 and operational from July 2025, PYMHWS is leading a bold transformation in how youth mental health is accessed, experienced and governed across Melbourne's north and west.

We are here for youth - walking alongside young people, their families, carers, supporters and kin with care that is developmentally appropriate, trauma-informed, inclusive and grounded in lived experience. Every decision we make - from the front desk to the boardroom - centres on what young people need to live the lives they want to lead.

PYMHWS integrates world-class clinical practice, research and dedicated governance to deliver seamless, person-centred mental health care. Young people will continue their care with trusted clinicians, at familiar locations, but now within a system purpose-built around them.

As we grow, we're building a service with – and for – young people. One that reflects the diversity of our communities, embraces continuous learning, and strengthens the entire mental health ecosystem.

At PYMHWS, we:

- Foster a safe, supportive and inclusive workplace - where the health, safety and wellbeing of young people, families, colleagues and visitors are actively protected.
- Speak up for safety and equity - raising concerns and escalating issues when needed, to ensure high standards of care and conduct.
- Deliver Safe, Timely, Effective, Efficient, Equitable, Person-centred Care (STEEEP) in alignment with our clinical governance framework and our youth-first approach.
- Promote diversity, inclusion and equal opportunity - creating a workplace free from discrimination, harassment or bias, and reflecting the communities we serve.

- Comply with all relevant policies, procedures, professional standards and legislation - including those related to clinical care, health and safety, risk, privacy, and equal opportunity.

Department Description

The Clinical Director – Community and Enhanced Care is a senior leadership position within Parkville Youth Mental Health and Wellbeing Service. As a clinical leader, the Clinical Director is responsible for demonstrating high standards of clinical care, service and team leadership and professional values in order to achieve best outcomes for our clients and their families.

Position Summary

Currently we are seeking Senior Psychiatrists for the role of:

Clinical Director of Community and Enhanced Care – Medical Leadership 0.5 FTE/ Consultant Psychiatrist 0.5 FTE – Fixed Term 5 years/ Full time 76 hours per fortnight

The Clinical Director – Community and Enhanced Care is a senior medical leadership position responsible for providing clinical, professional and strategic leadership across PYMHWS Community and Enhanced Care services. The role leads and oversees the delivery of safe, timely, effective, developmentally appropriate, culturally safe, evidence-informed and person-centred care for young people, families, carers, supporters and kin.

Reporting to the Chief Medical Officer, the Clinical Director works in close partnership with the Deputy Medical Director, Clinical Director – Acute, Admitted Care and FYMHS, operational leaders, Quality and Safety, People and Communications, the Medical Workforce Unit and multidisciplinary leaders.

In addition to stream-level leadership, the role provides service-wide portfolio leadership for Medical Workforce, including senior medical staff recruitment, credentialing, supervision, performance development, Doctors in Training oversight, workforce planning, rostering governance and succession planning.

The role contributes to organisation-wide clinical governance, accreditation readiness, research translation, service innovation and continuous improvement. The Clinical Director is expected to ensure timely escalation of clinical risk, workforce risk, professional conduct matters, performance concerns, medicolegal issues and service-level risks to the Chief Medical Officer.

The Clinical Director role also has a clinical component as the Consultant Psychiatrist of a MDT in the Community, the role of a consultant in the clinical team is:

- To provide expert clinical leadership to the clinical team including maintaining high clinical standards, team professional development and supervision of team registrars and other staff as needed.
- To provide leadership more generally across PYMHWS by participating as requested in quality and risk, service development and innovation meetings as requested.

The incumbent is expected to have considerable experience in working with children, young people and their families with a knowledge of Early Intervention principles of care. Further, they will demonstrate an understanding of clinical care needs that are responsive to the child or young

person's developmental stage and presenting issues and informed by existing evidence and guidelines.

- Medical Leadership to a passionate, experienced multidisciplinary team of Mental Health nurses, Clinical Psychologists and Allied Health and lived experience workforce
- Deliver Youth focused care to young people and their families
- Supervise Psychiatry Registrars
- Participate in the PYMHWS on call roster
- Participate in the PYMHWS Medical Education and Training Program

Please contact Chief Medical Officer, Dr Astha Tomar, 9966 9100 for further information.

Key Accountabilities

Clinical and Strategic Leadership

- Provide senior medical leadership in the delivery of young person and family centred care demonstrating commitment to clinical excellence, innovation, quality improvement, promoting research and research translation, workforce development and education.
- Lead and oversee the delivery of high-quality, developmentally appropriate, trauma-informed and culturally safe, timely, safe, effective and person-centred multidisciplinary clinical care within all areas of responsibility across community and enhanced care streams.
- Work in partnership with Aboriginal and Torres Strait Islander leadership, cultural consultants, young people, families and communities to ensure service delivery is culturally safe, inclusive and meets the needs of Aboriginal and Torres Strait Islander young people.
- Liaise with Mental Health and Wellbeing Commission, Mental Health Tribunal and other statutory bodies and related stakeholders as required, in partnership with the Medical Director.
- Provide professional leadership and delegated oversight of lead consultants, senior and junior medical staff across Community and Enhanced Care programs
- Promote professional, productive and collaborative relationships with internal and external key stakeholders in partnership with the Chief Medical Officer and operational leaders.
- Model and support a culture of professional accountability, respectful communication and evidence-based work.
- Represent the service at internal and external governance forums and committees, as delegated by the Chief Medical Officer.
- Participate in senior clinical escalation arrangements and deputise for the Chief Medical Officer within agreed delegations, as required.
- Provide senior medical leadership for the development, implementation and review of Community and Enhanced Care models of care, ensuring alignment with PYMHWS strategy, the Clinical Governance Framework, accreditation standards, legislative obligations and the needs of young people, families, carers and kin.
- Promote integrated care across community, acute, admitted, forensic, primary care, emergency, hospital and community partner interfaces, supporting safe transitions and continuity of care.

Quality, Safety and Governance



- Lead clinical governance within Community and Enhanced Care and contribute to the organisation-wide Clinical Governance portfolio, ensuring alignment with the PYMHWS Clinical Governance Framework.
- Support and monitor compliance with relevant national standards, legislative requirements, accreditation obligations and organisational policies within areas of responsibility. Contribute to accreditation readiness, including evidence of compliance with NSQHS Standards, mental health service standards, RANZCP and PMCV accreditation requirements, and other relevant regulatory frameworks.
- Provide senior medical leadership for safety and quality processes within Community and Enhanced Care. This includes oversight and clinical input into serious incidents, critical risk events, RiskMan reviews, incident analysis, audits, clinical policy review and care pathway improvement, in partnership with the Medical Director, , and Quality and Safety team, Operational Leaders and relevant leads.
- Provide senior medical input into medicolegal matters, coronial requests, police statements, complex Freedom of Information matters and other statutory or legal processes, in consultation with the Chief Medical Officer, Legal Counsel and relevant organisational leads.
- Provide senior medical oversight of Mental Health and Wellbeing Act 2022 implementation within areas of responsibility, including restrictive intervention reporting, supported decision-making, rights-based practice and reporting obligations to the Office of the Chief Psychiatrist
- Liaison with the Office of the Chief Psychiatrist regarding Mental Health and Wellbeing Act matters, in partnership with the Chief Medical Officer and relevant operational and quality leads.
- Provide senior medical input, oversight and escalation for high-risk and complex clinical cases, including clinical deterioration, risk to self or others, restrictive interventions, treatment authority issues, complex family/carers dynamics and interagency risk and promote accountability for safe, evidence-informed and legally compliant care. Use clinical data, incident themes, consumer/carers feedback, lived experience insights and audit findings to drive continuous improvement
- Lead and contribute to periodic review of Models of Care for Community and Enhanced Care, in partnership with the Chief Medical Officer, Deputy Medical Director, operational managers, multidisciplinary leads and lived/living experience representatives.
- Foster a psychologically safe team culture where continuous learning from incidents, near misses and feedback is embedded into everyday practice including just culture principles, reflective practice and timely closure of agreed improvement actions.
- Support organisational compliance with the Mental Health and Wellbeing Act 2022 (Vic) within delegated responsibilities and escalation pathways.

Research, Education, Training and Academic Excellence

- Promote a strong academic, research-engaged and quality improvement culture across Community and Enhanced Care and the broader workforce
- Support the delivery, quality and accreditation of training programs and compliance with relevant AHPRA, PMCV, RANZCP and organizational training requirements.
- Support collaboration with research and university partners including the University of Melbourne and Orygen National precinct researchers to embed translational research, evaluation and evidence-informed innovation into clinical care



- Promote scholarly outputs service evaluation, quality improvement and innovation within medical and multidisciplinary teams.
- Encourage academic productivity and publication, aligned with organisational research priorities.
- Ensure appropriate supervision, support, workload balance and escalation pathways for Doctors in Training, including proactive management of risks to trainee wellbeing, progression and accreditation.
- Work with the Coordinator of Medical Training to support term allocations, supervisor capacity, teaching programs, trainee feedback and continuous improvement of the medical training experience.

Service Operations and Performance

- Collaborate with program managers, access teams and operational leads to support flow, demand management, service capacity and safe transitions of care
- Support achievement of KPIs and Statement of Priorities relating to Community and Enhanced Care services
- Participate in strategic planning and service design that aligns Community and Enhanced Care with acute, admitted, forensic, primary care, emergency, hospital and community systems of care
- Provide active leadership, advocacy and representation for the organisation at relevant committees, forums and meetings, as delegated.
- Contribute to a safe working environment within areas of responsibility and ensure compliance with OH&W, anti-discrimination, equal opportunity and other legislative requirements including *MHW Act 2022*.

Strategy and Development

- Provide senior medical leadership and oversight in recruitment, onboarding, leave planning, and rostering of the medical workforce and service planning for areas of responsibility.
- Work with Medical Workforce Unit to support compliant rostering, overtime, on-call/recall arrangements and related workforce processes.
- Ensure medical staff performance development, professional support, supervision and performance management structures are embedded and functioning including interim and annual performance reviews, development planning, remediation pathways and escalation of concerns where required.
- Provide and support effective clinical supervision, performance feedback, mentorship and professional support for medical staff, and contribute to multidisciplinary leadership development.
- Act as a senior medical mentor and escalation point for Consultants, Doctors in Training, Program Managers and multidisciplinary leaders in relation to complex clinical and medical workforce issues
- Co-ordination of Consultant roster, leave applications and leave cover, including appropriate cover for leave, in coordination with Chief Medical Officer and MWU.



- Develop and implement succession planning strategies to identify, support and grow emerging clinical leaders within the medical and multidisciplinary workforce.
- Promote interprofessional learning and leadership opportunities that support whole-of-team development and retention.
- Champion a values-based workforce culture that reflects the diversity and strength of young people, families, carers, kin and staff.

Medical Workforce Unit

- Provide senior medical oversight of the PYHMWS Medical Workforce Unit and Coordinator of Medical Training, in partnership with Chief Medical Officer
- Oversee recruitment, credentialling, onboarding, professional support and retention strategies for Senior Medical Staff at PYHMWS
- Maintain and develop external stakeholder relationships for Doctor in Training secondments and accreditation
- Provide senior medical oversight and escalation support for rostering, Payroll and ICT support for medical staff working at PYHMWS
- Advising Chief Medical Officer and PYHMWS executive on medical workforce risks, priorities, sustainability, workforce planning and future service requirements
- Monitor and escalate medical workforce risks, including vacancies, leave coverage, workload, wellbeing, supervision capacity, training risks, credentialing issues and succession planning.
- Support development of a sustainable medical workforce model aligned with service growth, funding, clinical risk and future models of care.

Safety, Wellbeing and Occupational Health

- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Support and participate in the Health Services Occupational Health & Safety (OHS) Policies and Procedures and implement (where appropriate) at unit/service area level including reporting any incidents of unsafe work practices, sites/areas or equipment.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Speak up for safety, our values and wellbeing.
- Create a psychologically safe work environment where everyone feels safe to speak up.

Professional Conduct and Continuous Development

- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Demonstrate the delivery of quality services that meet the needs of our patients, community and customers in a professional manner, aligned with our Code of Conduct, Values & Behaviours.

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PYMHWS Core Cultural, Leadership & Safety Responsibilities

These responsibilities apply to all roles at PYMHWS and form the foundation of our culture. They reflect our commitment to safety, inclusion, wellbeing and transformational leadership - at every level of the organisation. Aligned with PYMHWS's strategic goals and operational priorities, these behaviours ensure we are here for youth, together - and focused on delivering outcomes that matter.

Psychological safety & inclusion

- Create and maintain a psychologically safe team environment where all voices are heard and respected.
- Model inclusive behaviours and actively challenge stigma, bias and discrimination.
- Speak up for safety, wellbeing and alignment with PYMHWS values - including cultural safety for Aboriginal and Torres Strait Islander peoples.

Leadership at every level

- Demonstrate leadership in your area of work, regardless of role title, by taking ownership, influencing positive change, and modelling integrity.
- Mentor others where appropriate, share knowledge generously, and contribute to a learning culture.
- Engage in honest, constructive feedback - giving and receiving with a growth mindset.

Alignment with strategic vision, outcomes & priorities

- Contribute to the achievement of our strategic and operational priorities, including youth-first care, workforce wellbeing, system transformation and strong partnerships.
- Be accountable for delivering measurable outcomes - for young people, families and colleagues.
- Make decisions that align with our purpose: reimagining how youth mental health is accessed, experienced and delivered.

Wellbeing & safe practice

- Prioritise your own wellbeing and that of your colleagues, in line with our whole-of-service wellbeing approach.
- Work to your full scope of practice and escalate when support is needed.
- Participate actively in safety initiatives, risk management and quality improvement.

Continuous learning & improvement

- Commit to ongoing professional learning, cultural development and reflective practice.
- Support innovation, research translation and systems thinking to improve outcomes for young people.
- Seek feedback on your work including participation in formal performance and annual discussion review processes.



Key Relationships

Internal Stakeholders

- Chief Medical Officer
- Chief Operating Officer
- Clinical Director – Community and Enhanced Care
- Clinical Director – Acute, Admitted Care and FYMHS
- Operational Director Community
- Medical Workforce Unit
- Continuing Care Team Coordinators
- Chief of Innovation, Research and Clinical Excellence
- Chief Financial Officer
- Chief of People and Communication
- PYMHWS Coordinator of Medical Training
- PYMHWS Medical Workforce
- Sub-programs, including Early Psychosis (EPPIC and PACE), HYPE and MOOD Clinical Streams, Eating Disorders, Psychosocial Program, Youth Access Team, Inpatient Unit, Hospital in the Home, HOPE, FYMHS and Neurodevelopmental Disorders

External Stakeholders

- Western Health
- Mercy Health
- Royal Melbourne Hospital
- Orygen
- Relevant Specialist Colleges and Accreditation Bodies
- Other Health Care Providers and Services and Referrers
- The University of Melbourne and Orygen National
- Parkville Local Health Service Network
- Office of the Chief Psychiatrist
- RANZCP
- PMCV
- AHPRA
- Specialist colleges and accreditation bodies
- GPs, referrers, community services, education providers, justice partners and other healthcare providers

Key Selection Criteria

Formal Qualifications:

- Registration as a medical practitioner with the Australian Health Practitioner Regulation Agency.
- Fellowship of the Royal Australian and New Zealand College of Psychiatrists or equivalent.

Essential:

- Demonstrated senior clinical leadership experience in youth mental health and acute, admitted or forensic mental health settings
- High level communication, conflict resolution and stakeholder engagement skills including the ability to manage complex clinical, workforce and organisational issues.”
- Proven ability to lead inclusive, multidisciplinary teams
- Sound knowledge of clinical governance, quality improvement systems, risk management, accreditation standards, medicolegal obligations and the Mental Health and Wellbeing Act 2022 (Vic)
- Proven ability to supervise and mentor consultants, registrars and clinicians

- Strong commitment to evidence-based practice, academic inquiry and multidisciplinary collaboration
- Understanding of and ability to implement and work in the principles and expectations of the Mental Health and Wellbeing Act 2022 (Victoria).
- Commitment to our values

Desirable

- Capacity to develop effective working relationships, collaborations and partnerships with a range of services within the broader community service system including alcohol and other drug agencies, employment and housing services, Mental Health Community Support Services and related services.
- Demonstrate strong interpersonal and communication skills (written and verbal) as well as abilities in problem solving and negotiation.
- Demonstrated ability to be self-motivated and function autonomously.
- Willingness to work from a community-based site, and across multiple sites if required
- Have experience in teaching and involvement in research.
- A current Victorian driver's licence.
- Knowledge of relevant guidelines, plans and strategies related to the mental health service system (E.g. Victorian Mental Health Reform Strategy, National Standards for Mental Health Services, etc).
- The incumbent may be required to perform other duties as directed.

Key Performance Indicators / Success Measures

Your performance will be measured through your successful:

- Safe, timely, effective, developmentally appropriate, culturally safe and person-centred care across Community and Enhanced Care services.
- Achievement of agreed Community and Enhanced Care service KPIs, including access, flow, follow-up, care planning, clinical risk review and service responsiveness.
- Timely escalation and senior medical oversight of high-risk clinical matters, serious incidents, complaints, restrictive interventions, medicolegal issues and complex care concerns.
- Demonstrated contribution to accreditation readiness, including compliance with NSQHS Standards, Mental Health and Wellbeing Act 2022 requirements, RANZCP/PMCV training standards and organisational clinical governance expectations.
- Completion of annual and interim performance reviews, development plans and supervision arrangements for direct reports and relevant medical staff.
- Effective medical workforce planning, including recruitment, credentialing, leave cover, rostering governance, vacancy management, succession planning and retention strategies.
- Support for Doctors in Training, including supervision quality, trainee wellbeing, term allocation, accreditation readiness and timely escalation of training risks.
- Evidence of continuous improvement arising from incident reviews, audit findings, consumer/carer feedback, lived experience input, clinical data and workforce metrics.

- Contribution to a safe, inclusive, respectful and psychologically safe workplace culture.
- Contribution to research translation, teaching, service evaluation, quality improvement and innovation aligned with PYMHWS priorities.
- Demonstrated partnership with young people, families, carers, kin, lived/living experience leaders, Aboriginal and Torres Strait Islander leadership and external service partners.
- Compliance with mandatory training, OHS requirements, organisational policies and relevant legislative obligations.

Conditions of Employment

PYMHWS is a child-safe organisation and is committed to promoting and protecting the safety and wellbeing of all young people and embedding safeguarding practices into all our programs and services.

All employment appointments are required to:

- hold a valid Working with Children Check
- Police Check
- Provide evidence of Immunisation history consistent with risk category defined for this role
- Availability to work across multiple locations within the Melbourne metropolitan area

Acceptance:

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that Parkville Youth Mental Health and Wellbeing Service (PYMHWS) reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

Date