

Position Description

Senior Project Officer – Spinal Community Services

Classification:	Allied Health Grade 3 or Clinical Consultant Nurse
Business unit/department:	Ability@Austin
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☒ Other ☐ (please specify)
Agreement:	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-2028 Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Employment type:	Fixed-Term Part-Time
Hours per week:	32
Reports to:	Manager, Ability @ Austin / NDIS Services
Direct reports:	Grade 3 Allied Health Assistant
Financial management:	Nil
Date:	July 2026

We acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander Peoples. We acknowledge the deep and enduring connection that First Nations Peoples have to this land, and we honour their strength, resilience, and leadership. We are committed to creating a culturally safe and supportive workplace where Aboriginal and Torres Strait Islander voices are heard, valued, and empowered.

Position purpose

Provide project leadership (including project governance, project management and change management), supporting the transition of Spinal Community Services activity to an NDIS model.

About the Directorate/Division/Department

Ability@Austin is the National Disability Insurance Scheme (NDIS) Provider at Austin Health. The service comprises a team of professionals who collaborate to meet the needs of people with complex disabilities. We operate a centralized service to support clinicians and therapists to deliver NDIS Supports through site-based and community settings. The service operates across the Allied Health and Continuing Care Directorates.

Ability@Austin provides NDIS Supports through:

- Art Therapy
- Home Enteral Nutrition
- Orthotics & Prosthetics

- Spinal Community Services
- Talbot Maker Space & community linking opportunities
- Community Tracheostomy Management
- Upper Limb Program

Ability@Austin is integrated with the health service and is regulated by the NDIS Quality and Safeguards Commission.

The Victorian Spinal Cord Service (VSCS) provides acute, rehabilitation, outpatient and community outreach services for people who sustain traumatic spinal cord injuries in Victoria, Tasmania and southern NSW. The VSCS is one of only six specialist services in Australia and forms part of Victoria's state trauma system. The VSCS provides continuing care from notification of injury; acute care and rehabilitation to community follow up and long-term review.

The Spinal Community Services include Spinal Outpatient Services based at across Austin Towers and Royal Talbot and Spinal Cord Integration Service (SCIS) based at the Royal Talbot Rehabilitation Centre. Spinal Community Services report to Continuing Care Division and sit within the VSCS to provide community-based intervention to clients with a spinal cord injury from both Austin, RCH and Alfred Health, across Victoria. Community based intervention may include working with the client in their own home, with community service providers, in their local community, at their workplace or in a recreation facility or at other health services.

Position responsibilities

- Utilising project management skills, provide project leadership – delivering on project milestones and KPI's.
- Utilise change management principles to adopt current Ability@Austin workflow across Spinal Community Services work to ensure efficiency, compliance and an optimal Participant experience
- Establish and lead project governance, project planning and project monitoring processes
- Ensure key project challenges and risks are identified, escalated and mitigation strategies are implemented.
- Collaborate with the Spinal Community Services team to identify opportunities for converting activity to NDIS-funded services
- Lead the Allied Health Assistant to support the change management process and transition

Selection criteria

Essential skills and experience:

- At least 5 years working as an Allied Health practitioner or Registered Nurse
- Project and change management experience and expertise
- Strong working knowledge of the NDIS, including NDIS Provider services

Desirable but not essential:

- Working as a NDIS Provider would be very highly regarded
- Experience working with consumers with spinal cord injury would be highly regarded

Professional qualifications and registration requirements



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- Registered Nurse (currently registered with Nursing and Midwifery Board of Australia) or Allied Health Professional (with current registration with their respective National Board) or eligible for membership of relevant professional association (in line with Austin Health Allied Health Credentialling Policy)
- NDIS Worker Screening check, or willing to obtain

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to creating a culturally safe, inclusive and anti-racist environment for all staff, patients, consumers, carers and communities. We recognise that racism, discrimination and exclusion negatively impact health and wellbeing, and acknowledge the unique and ongoing effects of colonisation, dispossession and systemic inequities experienced by Aboriginal and Torres Strait Islander Peoples. We are committed to embedding cultural safety and inclusion across all levels of our health service, actively identifying and eliminating racism in all its forms, and equipping our people with the knowledge, skills and confidence to challenge racism, foster respect, and create a safer and more equitable experience for everyone.

Equal Opportunity Employer



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We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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