



Job Description Form

Director Psychological Health and Wellbeing

Justice Health and Wellbeing Service

Position details

Classification Level: Specified Calling Level 5

Award/Agreement: PSA 1992 / Public Service CSA Agreement 2024
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Corrective Services / Offender Services / Justice Health and Wellbeing Service

Physical Location: Welshpool

Reporting relationships

Responsible to: 017274 Executive Director Justice Health & Wellbeing Service – Class 1

This position: 017451 Director Psychological Health and Wellbeing, Specified Calling 5

Direct reports: 011775, 011776, 015038 Psychological Health Service Manager SC4
017113 Manager Disability and Allied Health Services SC4
012240 Prison Support Service Manager L7

Overview of the position

The Justice Health and Wellbeing Service delivers a range of holistic, evidence-based and culturally responsive health care and wellbeing services for patients and clients across the Western Australian custodial estate. With a commitment to delivering high-quality care in one of the most complex and restrictive environments, the Service encompasses primary health care; mental health care; alcohol and other drug services; psychological, prevention and wellbeing services; pharmacy services; allied health care and tertiary care referral services. With entry to prison marking the first opportunity for many of our patients and clients to receive health and wellbeing assistance, our Service acts as a crucial intervention point for a population with complex physical, mental and spiritual needs.

The Director Psychological Health and Wellbeing is responsible for leading staff providing essential support services, including psychological, prison support, occupational health,

disability, and other allied health services, to create and support a cohesive and comprehensive health care delivery model.

Job description

As part of the leadership team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions, championing the vision and mission of the Justice Health and Wellbeing Service.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Leads and monitors psychological health and wellbeing services, ensuring delivery to agreed standards.
- Provides leadership and advice on relevant legislation, Government policies, professional standards, research, and scientific literature on a range of issues relating to clinical service provision and reducing reoffending.
- Chairs, participates in, or ensures appropriate representation on inter-agency groups and committees to facilitate successful psychological health and wellbeing service delivery.
- Participates in contemporary service planning, co-ordination, development and evaluation of psychological health and wellbeing services and multi-disciplinary onsite teams, as a member of the Justice Health and Wellbeing Service senior leadership group.
- Undertakes complex negotiations with senior management and key stakeholders to secure optimal service outcomes regarding psychological health, prison support services, disability coordination and allied health services.
- Undertakes complex research, planning and analysis to develop innovations and strategies to provide improved capacity to support provision of wellbeing services within the custodial setting.
- Maintains an expert awareness of relevant trends, issues and policies across jurisdictions both nationally and internationally as they relate to providing psychological health and wellbeing services within the custodial setting.

- Contributes to the development and amendment of psycho-educational programs to support general coping and emotional wellbeing.
- Provides leadership and shapes the development and amendment of programs that reduce reoffending behaviour.
- Provides leadership and support for direct reports, encouraging and motivating engagement, appraising performance and providing timely feedback.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shaping and Managing Strategy

Demonstrating experience in setting strategic direction, developing and implementing strategy around governance and risk. Anticipating agency priorities and developing long-term plans. Leading the strategic and business planning activities of the business area.

Management skills

Effectively managing physical, information and human resources including contractors. Managing the development and implementation of policies and strategies, achieving quality outcomes. Monitoring and evaluating the achievement of strategic objectives. Providing leadership, supervision and professional development. Managing change and leading projects.

Communication skills

Providing specialist advice. Liaising effectively with a range of internal and external personnel. Preparing complex reports, policies and business plans. Marketing services across the Agency.

Interpersonal and negotiation skills

Negotiating, mediating and resolving complex and sensitive issues and cases. Developing and maintaining effective communication and negotiating with internal and external stakeholders to achieve the Departments strategic objectives.

Research, analytical and conceptual skills

Developing and undertaking research of a clinical, applied and evaluative nature. Managing policy development and planning related to psychological health and wellbeing service delivery.

Leadership and team management skills

Developing professional standards and practices amongst clinical staff. Participating constructively and positively as a team leader to achieve outcomes. Working in multidisciplinary professional team environment. Managing complex changes in clinical

practices according to agency needs. Building relationships, fostering effective and efficient working environments and influencing policy direction.

Role Specific Criteria

- A recognised Masters' qualification, in a relevant health professional discipline such as, but not limited to, psychology, social work, occupational therapy, allied health or human services area.
- Where applicable, be registered with the relevant national registration authority.
- Demonstrated knowledge of the application of principles of clinical governance, clinical service delivery, and quality improvement.
- At least two years' experience in a senior management role with proven ability to manage and lead a team of complex health services in psychological and/or wellbeing services aligned with legislation, policy, procedures and best practice.

Desirable

- Doctorate or PHD in a relevant behavioural or human services area.

Special requirements/equipment

- The position holder may be required to travel within Western Australia for operational purposes.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Commissioner

Signature: _____ Date: May 2025

HR certification date: August 2025