



POSITION DESCRIPTION – Grade 2 Podiatrist

Part 1 – Expectations for Your Role

Position	Podiatrist
Service / Program	Allied Health – Podiatry and Dietetics
Industrial Instrument	The EACH Health Professionals Enterprise Agreement
Instrument Classification	Grade 2
Reports to	Team Leader Podiatry and Dietetics
Effective Date	May 2026

Key Deliverables

- Provide safe, evidence-based, high-quality podiatry services, both outreach and community-based.
- Participate in both clinical and student supervision.
- Monitor timelines, data collection, evaluation, and reporting requirements.
- Ensure services are customer-focused and of high quality that comply with Quality and Compliance standards, and evidence-based, best practice care.
- Contribute to the program’s development and continuous quality improvements.
- They will maintain up-to-date, evidence-based, high-quality infection control standards and clinical governance across the service.
- Maintain accurate customer records with completion of all documents in a timely manner and accurate manner in accordance with organisational standards.
- Practice within relevant professional and ethical standards.
- Comply with the EACH Code of Conduct.
- Act as a role model/mentor in the team.

Skills

- Highly developed skills in a wide range of podiatric clinical assessment, treatment, intervention, and infection control.
- Ability to collaborate in a multidisciplinary team.
- Excellent communication skills
- Well-developed computer skills
- Ability to work independently.
- Commitment to professional development and quality improvement
- Demonstrated clinical assessment and treatment skills in all aspects of podiatric care, including the areas of chronic disease management, wound management, biomechanical assessment, and nail surgery.
- An understanding of and a commitment to the principles and practice of community health, primary health, and the social model of health.



- Demonstrated capacity to work with people from diverse backgrounds, including culturally and linguistically diverse backgrounds.
- Experience in supervision, including the supervision of Podiatry students, Grade 1 Podiatrists and/or Allied Health Assistants

Experience and Knowledge (*Desired, not essential*)

- Experience working in Community Health podiatry services.
- An understanding of Support at Home and National Disability Insurance Scheme funding models

Qualifications/Registrations/Licences

- Tertiary qualification in Podiatry
- Current registration to practice with AHPRA.
- Certificate in Level 2 First Aid
- A cleared National Worker Screening Check prior to commencement of employment
- Current Victorian driver's license

Physical Requirements

- Ability to conduct up to 5 home visits per day (when required).
- Able to sit at a computer for 6 – 8 hours per day.
- Ability to travel between Each locations (when required).
- Ability to walk upstairs.

Why we include physical requirements in our Position Descriptions

We list the physical requirements of a role to ensure transparency and to support equitable access to employment. This information helps candidates understand the nature of the role and identify any workplace adjustments or supports they may need to thrive in it. Our aim is to create an inclusive environment where everyone can perform their role safely and effectively, with the right accommodations in place.

If you have specific access needs or would benefit from adjustments to the recruitment process or the role itself, we warmly encourage you to let us know. We're committed to working with you to find solutions that support your success.



POSITION DESCRIPTION - Employee

Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each’s values, ensuring an inclusive, safe, and engaging culture.

Employee Responsibilities

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each’s goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each’s policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all. These considerations extend to all of our customers inclusive of priority populations.



Key Selection Criteria

Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

Mandatory Compliance

- Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia
- Consent to Each sharing relevant personal information with the Victorian Department of Education under Early Childhood Workforce Register obligations (If required for the role).

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.