

## POSITION DESCRIPTION

<b>Position title:</b>	Program Lead Workforce Development (Pharmacotherapy)
<b>Department:</b>	Workforce Development
<b>Reports to:</b>	Senior Manager Workforce Development
<b>Direct reports:</b>	2
<b>Hours per week:</b>	22.8
<b>Duration</b>	As per contract

### Western Victoria Primary Health Network

Western Victoria Primary Health Network (PHN) is responsible for increasing the efficiency, effectiveness and coordination of health services for patients, particularly those at risk of poor health outcomes.

Working together with community and health industry partners, Western Victoria PHN is committed to strengthening the primary healthcare system, based on local needs. Our four regional centres in Ballarat, Geelong, Horsham and Warrnambool, drive local engagement and ensure strong rural and regional connections, through the development of local community and clinical councils.

#### Vision

Quality and accessible primary health care for Western Victoria

#### Values

**Respect:** listen, value and respond

**Connect:** engage, collaborate and empower

**Lead:** question, innovate and pioneer

#### Position purpose

The Program Lead Workforce Development (Pharmacotherapy) will coordinate the implementation and operation of the Western Victoria PHN Area 1 Pharmacotherapy network by working with key stakeholders to create partnerships that will ultimately enhance access to pharmacotherapy services and increase access to addiction medicine expertise.

The role will work within the Workforce Development team to plan, coordinate and deliver information, education and training and other workforce development activities.

The Workforce Development Lead (Pharmacotherapy) will assist the Senior Manager to prepare regular reports on the progress and achievement of performance objectives for the program.

#### Key accountabilities

- Lead and manage the implementation of the regional Pharmacotherapy Network Action Plan across the Barwon South West region
- Lead a team of project officers to deliver the Action Plan

- Work collaboratively with the Workforce Development team, including supporting the Senior Manager and providing direction and support to the Workforce Development Officers and Project officers
- Support and promote pharmacotherapy service system integration and delivery across the Barwon South West region, including the Addiction Medicine Specialist (AMS) program
- Provide advice and support to PHN staff about pharmacotherapy and workforce development, and facilitate coordination of activities to improve synergies and reduce duplication
- Manage the Pharmacotherapy program within budget and report regularly to the Senior Manager
- Monitor and prepare performance reports on the pharmacotherapy and workforce development plan with input from programs and sub-regions on an annual and quarterly basis
- Lead the development and implementation of new policies and procedures for pharmacotherapy and workforce development activities in collaboration with other team members
- Work collaboratively with a range of stakeholders to support the implementation and ongoing development of the Pharmacotherapy Action Plan and workforce development
- Monitor the performance of partnerships and agreements with relevant stakeholders, including external suppliers of workforce development activities (program areas may directly monitor their own suppliers, this will be an oversight role)
- 
- Apply sound project management skills in program development and execution
- Collect, collate, record, analyse and present data to inform PHN planning, priorities and processes. Undertake complex analysis and investigations into key issues, risks and trends impacting on achieving imperatives and goals.
- Actively participate in Quality Improvement activities including the provision of relevant data for benchmarking purposes.
- Carry out other duties as deemed reasonable and appropriate to the role as directed.

#### General

- Understand and comply with the Code of Conduct for employees and other related policies and procedures
- Demonstrate commitment to organisational values at all times
- Ensure that primary health care is promoted in a positive manner
- Adhere to and maintain confidentiality in accordance with the Confidentiality Statement

## WHS responsibilities

The Board of Directors and Executive Team recognise the moral and legal responsibilities in providing a working environment for its employees, volunteers, contractors, visitors, stakeholders and the general public, that is safe and healthy.

Western Victoria PHN promotes a safety culture throughout the organisation that ensures that every employee actively participates in the health and wellbeing of themselves and their co-workers. All employees are expected to embrace this culture in line with the values of the organisation. All staff are expected to be aware of and participate in their duty of care in the workplace as outlined in induction and organisational policies.

## Physical requirements and environmental conditions of the role

The following table identifies the physical and psychological work environment characteristics that are inherent requirements of the role. Where possible, Western Victoria PHN will make reasonable adjustments to enable individuals with disabilities to perform the essential functions of their roles.

Required activities/working environment	Frequency
Computer based tasks, sedentary position, office based	often
Repetitive manual tasks	rarely
Driving, in & out of vehicles	often
Walking, climbing stairs, bending	often
Working alone or at a co-located site	often
Confrontational/confronting situations (Due to the nature of our work there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)	rarely
Working outside in differing weather conditions	rarely
Attending external locations	often

*A signed pre-existing condition declaration form is required to be completed prior to commencement.*

## Key Selection Criteria

### QUALIFICATIONS/EXPERIENCE/SPECIALIST KNOWLEDGE

#### Essential:

- Tertiary qualification in health related discipline, management and/or relevant qualifications and experience within the Primary Health and/or Alcohol and Other Drugs area.
- Demonstrated experience in leadership and successful management of complex projects
- 
- Highly developed interpersonal skills with the ability to interact and communicate with a range of health care providers, members of the public and PHN staff.
- Excellent written and oral communication skills
- Strong analytical skills and problem solving capabilities
- Ability to engage with multiple key stakeholders to achieve desired outcomes
- Ability to work independently and as part of a team to achieve program and organisational goals
- High level of self-motivation and initiative
- Well organised and able to set priorities

#### Desirable:

- Understanding of pharmacotherapy services
- Clinical experience in pharmacotherapy/AOD area
- Previous experience working in general practice or in another area of the health industry

## Employment Requirement:

- Be prepared to undergo a National Police Check, prior to appointment
- A current Victorian driver's licence

## Position enquiries

For further information regarding this position, please contact:

Fiona Quigley

Senior Manager Workforce Development

Tel: 0408 110 054

Fiona.quigley@westvicphn.com.au

*This position description is subject to change in line with contractual requirements, the development of the organisation's strategic plan and operational needs.*