POSITION DESCRIPTION

Position title:	**Digital Health Program Lead**
Department:	**Operations**
Reports to:	**Director Primary Health Integration**
Direct reports:	**1-5**
Hours per week:	**38**
Duration	**Until 30 June 2023 with the possibility of extension**

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

Benefits of working with Western Victoria PHN

We pride ourselves on being a supportive and flexible working place that offers a great range of benefits:

- Generous salary packaging options up to $15,990 + $2,650 meals and entertainment
- Professional development allowance ($1,200 per year per FTE) and leave
- Family friendly and flexible working arrangements
- Collaboration with passionate, likeminded professionals
- Option to purchase additional leave
- Additional leave between the Christmas and New Year period
- Up to 12 weeks paid parental leave
- Employee Assistance Program

Position purpose

The purpose of the Digital Health Program Lead is to lead the development, delivery and review of a broad range of existing and new digital health initiatives that aim to advance the connectivity and integration between the various part of the healthcare service system.

Key accountabilities

Reporting to the Director of Primary Health Integration, this role is accountable for;

- Developing a digital health strategy and approach for Western Victoria PHN, in consultation with key national and Western Victoria PHN stakeholders.
- Support advancement of a digitally enabled health system to improve patient care and self-management.
- Lead engagement and drive the development of strategies and programs with teams that are mostly within the Primary Care Integration directorate.
- Measure and improve the uptake of digital health/integration initiatives for health care providers and consumers across the Western Victoria health sector.
- Act as a subject matter expert for the Practice Facilitation team and wider organisation in digital health initiatives, including but not limited to; secure messaging, telehealth, MHR, e-referrals, GoShare, Project ECHO and other digital platforms.
- Ensuring Western Victoria PHN's decisions and engagement in digital health consider and improve levels of digital health literacy.
- Work with health services to maximise the opportunities for the integration of primary care systems and enhance connectivity between primary, community, secondary and tertiary care.
- Manage, monitor and evaluate the delivery of digital programs to ensure effective and efficient services and performance against strategic and operational plans.
- Encourage digital health capabilities across all relevant WVPHN programs, including commissioned activities.
- Support training sessions on digital health (such as data extraction tools, eReferral templates, telehealth and secure messaging) to internal and external stakeholders.
- Represent WVPHN as the digital health liaison with external agencies such as Australian Digital Health Agency (ADHA), DHHS, Health Services, software vendors, primary care organisations including VIC/Tas PHN digital health strategic planning collaborative.
- Continuous health sector scanning to remain informed of trends and opportunities in digital health
- Other duties as required working across directorates.

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	Occasionally
Walking, climbing stairs, bending	Rarely
Working alone or at a co-located site	Occasionally
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	Occasionally

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

Key Selection Criteria

QUALIFICATIONS/EXPERIENCE/SPECIALIST KNOWLEDGE

Essential

- Relevant tertiary qualifications and/or extensive experience in health informatics
- Demonstrated experience coordinating, leading and supervising a small team across digital health projects
- General working knowledge of operating systems and applications relevant to the health sector
- Understanding of information systems that support interoperability and compatibility consistent with relevant international standards
- Understanding of data governance
- Demonstrated business acumen and systems thinking
- High level written and oral communication skills
- Ability to manage competing priorities in a complex environment
- Strong analytical and problem-solving skills
- Has a can-do attitude and a passion for change management

Desirable:

- Experience in the health sector
- Understanding of general practice and the broader primary health care sector

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:

Janelle Jakowenko

Executive Director of Operations

040 777 9718

janelle.jakowenko@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.