

## POSITION DESCRIPTION

<b>Position title:</b>	headspace Transition and Policy Development Lead
<b>Department:</b>	Programs and Commissioning
<b>Reports to:</b>	Executive Director Operations
<b>Direct reports:</b>	-
<b>Classification:</b>	3.4.1
<b>Hours per week:</b>	40 with monthly RDO
<b>Duration</b>	Fixed term until 30 <sup>th</sup> June 2022 (possible extension of 1-2 months)

### Western Victoria Primary Health Network

Western Victoria Primary Health Network (WVPHN) 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, WVPHN 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

This position has two remits, firstly to manage the headspace Geelong transition (from one provider to another). These headspace services include Geelong, Corio, Drysdale and Ocean Grove. As the Transition Manager you will be responsible to ensure smooth transition of services to the new provider, so that the youth of Geelong will not be impact. This project will equate to about half of your time and activities will eb and flow. There are other critical commissioning policies and frameworks that you will be involved in designing and delivering.

The main objectives of this position include:

- Project management of all stages and tasks associated with the transition, including the maintenance of a detailed risk register (with treatment plans)
- Oversight of logistics including working with the current and new lead agency to negotiate the transfer of building lease, assets and staff (where appropriate)
- Coordination with a number of communication teams, being politically and commercially savvy is essential
- Ensure that client medical records can be transitioned, adhering to the relevant privacy legislation

- Managing the transition of service delivery to the new provider ensuring there is no interruption to services or risk to clients
- Coordinate, support and work in collaboration with the transition team at WVPHN

The project manager is responsible for the management and coordination of the project, including managing and driving program activities, delivery and evaluation. Working with both internal WVPHN team members and external stakeholders will be essential.

## Key accountabilities

### Project Management:

- Develop, manage, and deliver the headspace transition of service providers in line with contract timelines
- Engage, coordinate and manage key stakeholders including the outgoing lead agency, the incoming provider and headspace National
- Manage a detailed project registers (including risk, actions, lessons learnt and stakeholders) with special attention on risks and mitigation strategies.
- Track and report project milestones
- Produce commissioning policies and frameworks

### Communications and Stakeholders:

- Provide excellent, high level, engaging communication across all stakeholders; be able to manage politically and commercially sensitive stakeholders
- Uphold the three principles of the collaborating organisations; care for clients, support for human resources and exemplary governance
- Understand the commercial and legal intersections of the transition

### General:

- Knowledge of the mental health sector and understanding of the role of headspace National would be beneficial
- 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	Occasionally
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	Never
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:

- Tertiary qualification and/ or experience in business development, health, human services or other related discipline
- Demonstrated considerable project management experience with multiple stakeholder projects or programs
- Demonstrated experience working in a politically or commercially sensitive environment
- Capacity to work both autonomously and in a team environment on a range of diverse issues to meet project or program quality requirements
- Demonstrated analytical and evaluation skills as well as written, verbal and facilitation skills
- Demonstrated experience in facilitating meetings and engaging multiple stakeholders in discussions
- Demonstrated experience in policy and/or framework development

#### Desirable:

- Formal project management qualifications
- High level business acumen
- Experience in the mental health sector
- Experience in procurement and/or commissioning
- Experience in undertaking quality improvement activities

### 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 Operations, 0407 779 718 or my Executive Assistant Andrea [andrea.walter@westvicphn.com.au](mailto:andrea.walter@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.*