

POSITION DESCRIPTION

Position title:	Senior Manager for Healthy Aging and Virtual Health
Department:	Operations
Reports to:	Director Primary Health Integration
Direct reports:	2
Classification:	5.2.1
Hours per week:	As per Contract of Employment
Duration	Full time, contracted until 30 June 2024

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

As a member of the Primary Care Integration team, the Senior Manager for Healthy Ageing and Virtual Health will provide strategic leadership and accountability for Western Victoria Primary Health Network's Healthy Ageing and Virtual Health team.

This leadership position will have responsibility for planning, design and coordination of Healthy Ageing and Virtual Health programs. This role requires strategic and systems thinking, superior communication skills and extensive knowledge of national policies, current best practice evidence and program design.

The Senior Manager will facilitate the design of the programs to meet community, consumer and carer needs. This involves establishing and maintaining collaborative relationships with diverse stakeholders across the health sector and coordinating a range of projects to support residential aged care facilities in the Western Victoria PHN's catchment area. The Senior Manager will also provide strategic leadership on the development and implementation of the Regional Digital Health Strategy, bringing together transformative initiatives to providers and consumers. The position will lead two teams in the Primary Care Directorate and will work collaboratively with colleagues across WVPHN.

Key accountabilities

Healthy Ageing and Virtual Health

- Lead the planning, design, development, coordination and delivery of the Healthy Ageing and Virtual Health programs that is within budget, high-quality and agreed milestones.
- Take a project management approach to facilitate the achievement of all program and project objectives delivered by the Healthy Ageing and Virtual Health teams and ensure their alignment with organisation's strategic vision, KPIs and budgets.
- Manage resources and competing priorities to progress planning, design, and coordination of initiatives.
- Provide leadership, strategic direction and supervision to the Healthy Ageing and Virtual Health team.
- Build high performing teams, manage performance, ensure accountability, and resolve conflicts.
- Support the development and implementation of the Regional Digital Healthy Strategy and related digital health activities.
- Actively support the development of a team-based culture consistent with the vision and values of the PHN that encourages achievement, organisational learning, networking, cooperative behaviour, diversity, flexibility and continuous improvement.
- Model and encourage a culture of continuous learning and leadership, which values high levels of constructive feedback.
- Provide operational day-to-day management for staff.
- Other duties as identified.

Communications and Engagement

- Work within the Primary Care Directorate to ensure high-level coordination and collaboration across all teams.
- Work in collaboration with the Programs Directorate to ensure alignment and synergies with WVPHN commissioned programs.
- Engage with other WVPHN Directorate and relevant teams to ensure high-level engagement and coordination.
- Establish, develop, and maintain strong networks amongst primary health care organisations, key stakeholders, consumers, government and peak body representatives.
- Communicate effectively to diverse audiences using a range of communication approaches, both written and verbal.
- Professionally represents the organisation in a range of forums, including amongst clinical experts, the Government, service providers and the community.
- Demonstrate the ability to work collaboratively and respectfully with diverse groups including First Nations organisation and people.

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 organisations Confidentiality Agreement

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 in a public health, digital, business administration or related discipline
- Five plus years' experience in a leadership position, ideally within the health sector
- Experience in project management, particularly with multiple stakeholder projects
- Capacity to work both autonomously and in a team environment on a range of diverse issues to meet project or program quality requirements
- Well-developed skills and ability to form effective professional relationships with stakeholders, government representatives and key professional bodies
- Demonstrated excellent analytical, evaluation, and problem-solving skills with the ability to think strategically
- Demonstrated influencing and relationship management skills including the ability to develop and maintain strong collaborative partnerships and create harmonious working relationships.

Desirable:

- Demonstrated experience working in primary care
- High-level information technology skills
- Experience in undertaking quality improvement activities
- Knowledge of and experience in the development of increasing health service co-ordination, efficiency, and effectiveness.
- Strong working knowledge of Microsoft Office

Employment Requirement:

- Be prepared to undergo a National Police Check, prior to appointment
- A current Victorian driver's licence
- Evidence of current COVID-19 vaccinations

Position enquiries

For further information regarding this position, please contact:

Rahul Bhoyroo, Director Primary Care Integration, (03) 5222 0840

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