

## POSITION DESCRIPTION

<b>Position title:</b>	Health Pathways Manager
<b>Directorate:</b>	Operations - HealthPathways
<b>Reports to:</b>	Director Primary Care Integration
<b>Direct reports:</b>	Program Lead, HealthPathways, GP Editors, Health Pathways Project Officers, HealthPathways
<b>Hours per week:</b>	Could be 0.8 FTE to 1 (inc. monthly RDO)
<b>Duration</b>	31 December 2022

## 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

### 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

To provide leadership in the planning, development and implementation of the HealthPathways program across the Western Victoria region.

## Key accountabilities

### Program Management

- Assist the Snr Manager of the HealthPathways program
  - in the development, and continuous review, of the HealthPathways strategy
  - to effectively manage the HealthPathways budget and work within budgetary parameters
  - to negotiate contracts and review compliance against contracts
- Manage the day to day operational planning, implementation and maintenance of the HealthPathways strategy, including funded projects
- Participate in and support the maintenance of the HealthPathways website and coordinate the update of pathways and service directory content in collaboration with Streamliners NZ.
- Participate in HealthPathways implementation activities, as required, during busy periods

### Effective engagement, Integration and partnership

#### State

- Proactively engage, participate, and contribute to the Victoria & Tasmanian PHN Alliance state-wide planning process.
- Implement agreed to partnerships and outcomes of this process

#### PHN region

- Contribute to the integration of HealthPathways
  - across internal PHN directorates, programs and teams
  - within primary care professionals/practices and
  - across the broader health sector i.e. integration between primary to secondary to tertiary care
- Identify and develop new strategic HealthPathways partnerships.
- Maintain partnerships and stakeholder engagement with health professionals and organisations currently involved in the development and review of HealthPathways.
- Maintain a positive and proactive relationship with the HealthPathways vendor- Streamliners NZ.

### Team Leadership

- Provide effective leadership, development, oversight, guidance, coordination and performance management to the HealthPathways team.
- Allocate activity to HealthPathways contractors (GP editors & Project Officers), track and sign off these activities and maintain excellent contractor relationships
- Maintain a positive team culture; empower staff to complete activities within their scope; and provide mechanisms for team feedback to promote program improvements
- Hold all team members accountable to the PHN values, behaviours and code of conduct

### Reporting and Evaluation

- Complete all program reporting requirements to a high standard and to deadline
- Complete all requested program briefs to a high standard and to deadline
- Develop a HealthPathways evaluation framework

Other

- 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	Occasionally
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 a relevant health profession or discipline, or a substantial combination of relevant work place skills and experience in the delivery of health care services.
- Strong program/project management skills and an ability to work under pressure and achieve outcomes in complex and challenging multi-stakeholder environments.
- Effective leadership skills with the ability to manage, motivate and support staff to ensure clarity of purpose and engaged teams.
- Highly developed verbal, written and interpersonal communication skills that are unambiguous and provides clarity for the receiver
- Proven ability to develop positive internal and external relationships to identify new opportunities and leverage off existing programs/services.
- An adaptable mindset that is solution focused to overcome challenges
- A sound understanding/knowledge of key issues within the primary health care system and how they connect with secondary and tertiary care services.

#### Desirable:

- Demonstrated experience and expertise in systems thinking, design and development.
- Familiarity with the HealthPathways Platform

### 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, 0407 779 718 or email my EA -  
andrea.walter@westvicphn.com.au

Applications must be made via the online portal and not sent via email.

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