

POSITION DESCRIPTION

Position title:	Senior Manager for Aged Care
Department:	Operations
Reports to:	Executive Director, Operations
Direct reports:	2-5
Classification:	5.3
Hours per week:	As per Contract of Employment
Duration	Full time, contracted until 30 June 2025

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 Senior Manager of Aged Care will provide strategic leadership on healthy aging, preventative health in aging and support for residential aged care facilities (RACFs). They will engage deeply with our local stakeholders and understand drivers from a State and Federal perspective. The right person will have a passion for aged care and will want to play a lead role in transforming aged care across the western Victoria region. As a member of the Operations Directorate you will work closely with both Primary Care Integration division and the Commissioning division., the Senior Manager for Aged Care will be accountability for delivering a program of work as described in relevant documents from the Commonwealth.

This leadership position will have responsibility for planning, design and coordination of Aged Care. This role requires strategic and systems thinking, superior communication skills and extensive knowledge of national policies, current best practice evidence and program design. You will also be responsible for the internal overarching governance of all WVPHN projects that relate to aged care, palliative care and dementia.

The Australian Government is investing in Aged Care, based on the findings on the Royal Commission into Aged Care Quality and Safety. 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. You must have a passion for high quality care and working to drive better outcomes for older Australians.

Key accountabilities

Aged Care

- Lead the planning, design, development, coordination and delivery of the Aged Care 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 Aged Care team 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 Aged Care team.
- Build high performing teams, manage performance, ensure accountability, and resolve conflicts.
- 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 Operations Directorate to ensure high-level coordination and collaboration across all teams.
- Work in collaboration with the Commissioning and Primary Care Integration divisions to ensure alignment and synergies with WVPHN 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	Often
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 senior leadership position, ideally within the health sector
- Demonstrated 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.
- Demonstrated experience in working in transformation of care or extensive change management

Desirable:

- Demonstrated experience working as a clinician in aged or primary care
- Understand the process and integrity required when commissioning health services
- 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:

Janelle Jakowenko, Executive Director Operations, 040 777 9718.

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