

## POSITION DESCRIPTION

<b>Position title:</b>	Health Planning Coordinator (HealthPathways)
<b>Department:</b>	Operations - HealthPathways
<b>Reports to:</b>	Health Pathways Manager
<b>Direct reports:</b>	May include a support officer
<b>Classification:</b>	3.1.1
<b>Hours per week:</b>	As per Contract of Employment
<b>Duration</b>	As per Contract of Employment

### 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 \$15,900 + \$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 coordinate the planning, development and implementation of the Health Pathways program under the guidance of the HealthPathways Program Manager across the Western Victoria region. This role requires considerable engagement with clinicians, health services and our clinical editors.

## Key accountabilities

- Coordinate and contribute to the localisation, development and review of Western Victoria HealthPathways under the guidance of the HealthPathways Manager and in collaboration with relevant Clinical Editors.
- Develop and actively maintain effective relationships with key stakeholders, to assist with the localisation and development, review and promotion of Western Victoria HealthPathways.
- Coordinate, organise and provide ongoing support for regional clinical workgroups in conjunction with the HealthPathways Program Lead.
- Promote and support the interface between general practice, specialists and Local Hospital Networks.
- Prepare and contribute to the development of written materials including briefing documents, reports, submissions, and other resources as required.
- 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.
- Contribute to and support HealthPathways evaluation activities.
- Carry out other duties as deemed reasonable and appropriate to the role as directed.

## Program Management

- Assist the 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 statewide 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.

## Reporting and Evaluation

- Complete relevant program reporting requirements to a high standard and to deadline
- Complete relevant requested program briefs to a high standard and to deadline

## 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 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	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	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 qualifications or equivalent experience in a health profession or discipline and/or the delivery of health care services
- A sound understanding/knowledge of key issues within the primary health care system and how they connect with secondary and tertiary care services.
- Strong program/project management skills and an ability to work under pressure and achieve outcomes in complex and challenging multi-stakeholder environments.
- Qualifications or experience in engagement (such as IAP2) that encourages collaboration and participation
- Highly developed verbal, written and interpersonal communication skills and the ability to work with a diverse range of stakeholders. In addition, highly developed analytical skills including the ability to compile written materials and reports.
- The demonstrated ability to adapt to changing requirements and expectations and ensure personal and organisational commitment in times of change and transition.
- Demonstrated organisational skills and ability to work unsupervised and to meet deadlines within parameters, including the capacity to work under pressure in an environment of change.
- 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

#### Desirable:

- Demonstrated experience and expertise in systems thinking, design and development.

### 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:

Claire Nivarovich, Heath Pathways Manager, 0409 449 679 or email [claire.nivarovich@westvicphn.com.au](mailto:claire.nivarovich@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.*