

POSITION DESCRIPTION

Position title:	Primary Care Projects Lead
Department:	Operations
Reports to:	Senior Manager Primary Care Projects
Direct reports:	2-4
Classification:	3.4
Hours per week:	As per Contract of Employment
Duration	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

The Primary Care Projects Lead is responsible for leading a team of project managers and project officers on the delivery of projects across the Primary Care Projects team. The role may also occasionally support and give guidance and leadership to project officers and project managers in other teams within the organisation.

The Primary Care Projects Lead will work closely with the Senior Manager- Primary Care Projects to efficiently initiate, plan, monitor, and report on projects undertaken in the Primary Care Project team, as well as developing and leading continuous quality improvement activities to enhance current project management workflows within the team and across the organisation. Along with leading projects themselves, they will be responsible providing leadership, guidance and support to project managers and project officers.

Key accountabilities

Line Management

- Support and lead a team of project managers and project officers across a variety of projects

Project Management:

- Manage and be accountable for the successful development, implementation, monitoring delivery and evaluation of the project/sub-projects within resourcing, timelines and budget parameters.
- Report on project progress to key stakeholders on overall project performance.
- Seek input and guidance as required by Line Manager and Project Sponsor/s for relevant decision-making processes.
- Budget management and resource allocation including planning and estimating costs, determining budgets, and controlling project financials.
- Coordinate and procure services with contract management responsibilities
- Actively identify emerging pressures, issues, risks, and initiate management strategies to address them.
- Prepare a range of project related documents for key internal and external stakeholders as required, including status updates, briefings and reports.
- Work collaboratively with other project team members to achieve the project outcomes
- Participate in primary care project team meetings and assist with reporting requirements internally.
- Develop and lead continuous quality improvement activities regarding the project office within the organisation.

Communications and Engagement

- Identify key stakeholders that have an interest in the project's outcome, including key connections at national, state and local levels.
- Influencing, directing and reviewing relevant project-related tasks by internal business partners.
- Provide excellent, high level, engaging communication across all relevant stakeholders using various formats.
- Lead co-design activities with internal and external stakeholders consistent with the WVPHN Co-Design Framework.

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	Often
Driving, in & out of vehicles	Occasionally
Walking, climbing stairs, bending	Rarely
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:

- Tertiary qualification and **5 years' experience** in health, human services, project management or other related discipline
- Demonstrated experience in leading high performing teams
- Demonstrated project management experience with multiple stakeholder projects or programs
- Demonstrated experience working in primary care
- 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
- Demonstrated written, verbal and facilitation skills
- Demonstrated influencing and relationship management skills including the ability to develop and maintain strong collaborative partnerships and create harmonious working relationships

Desirable:

- Formal project management qualifications
- 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

Employment Requirements:

- 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:

Clair McDonald: Senior Manager Primary Care Projects

Phone: 03 4310 5105

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