**Portfolio Lead - Workforce and After Hours**

**Location: Dubbo, Orange, Bathurst or Broken Hill**

Thank you for your enquiry.

This Information Pack is designed to inform you about the organisation and the role, identify the selection criteria we will be using to select the right candidates, and explain the application process. If you have any questions about this position after you have read this document, please contact **Kath Skinner or Michele Pitt on 1300 699 167.**

The Western NSW Primary Health Network (WNSW PHN) is an independent, not-for-profit organisation funded by the Commonwealth Department of Health and plays a pivotal role in supporting GP General Practice and Primary Health Care services to better meet the health needs of the community and patients. WNSW PHN is an agile and high performing organisation that responds to the identified needs of the community, Commonwealth and State health policy, and the development needs of primary health care providers.

The WNSW PHN works with a range of primary health care oriented councils and clinical service providers to plan and fund programs based on the health needs of the region in order to better connect local health services to meet local health needs.

# Position Advertisement

**Portfolio Lead - Workforce and After Hours**

**Location: Dubbo, Orange, Bathurst or Broken Hill**

**Full time maximum term contract until 30 June 2021 (with possibility of further extension)**

**About Western Health Alliance Ltd (WHAL) trading as Western NSW Primary Health Network (WNSW PHN)**

The WNSW PHN is one of 31 Primary Health Networks across Australia established by the Australian Government to support frontline health services. Our focus is to increase the efficiency and effectiveness of primary health care, ensuring people receive the right care in the right place at the right time. To achieve this, we work closely with general practice, Aboriginal Medical Services and other health care providers, Local Health Districts, non-government organisations and the broader community.

**The Role**

Western NSW Primary Health Network (WSNW PHN) is currently seeking a motivated individual who has a passion for primary healthcare and an interest in supporting, strengthening and shaping a world-class person-centred Primary Health Care system to join our Integration and Services team as Portfolio Lead – Workforce and After Hours.

The Portfolio Lead isresponsible for providing subject matter leadership, expertise and advice and will have the opportunity to lead the development of innovative, evidence-based service design and contribute to the ongoing review and evaluation of commissioned services.

A core component to the work of WNSW PHN is to ensure that we foster genuine consumer, community, health professional and provider engagement. The portfolio leads will work closely with all relevant stakeholders to build strong working relationships in delivering on our priorities.

WNSW PHN has a strong focus and commitment to addressing the health inequalities faced by Aboriginal people and communities across the region. These roles will work closely with the Aboriginal health sector to ensure that service design, delivery and evaluation is undertaken in close partnership with Aboriginal people across our region and in alignment with our Cultural Safety Framework.

The position can be based in any one of our four main offices which include Bathurst, Broken Hill, Dubbo or Orange. Financial support to assist with relocation costs may be made available.

**Benefits to working with WHAL**

We pride ourselves on being supportive and flexible and offer a great range of benefits including:

* Generous salary packaging options up to $18,450 per year
* Professional development allowance and leave
* Family friendly and flexible working arrangements
* Supportive team environment
* Collaboration with passionate likeminded professionals
* 5 weeks annual leave
* Option to purchase an additional 2 weeks leave or cash out 2 weeks
* Additional leave between the Christmas and New Year period
* 6 weeks paid parental leave
* Opportunities to be innovative
* Free Employment Assistance Program

**How to apply**

For an outline of responsibilities, position description, selection criteria and information on how to apply, please refer to the Employment tab in the ‘About Us’ section of our website [www.wnswphn.org.au/about-us/employment](http://www.wnswphn.org.au/about-us/employment)

WNSW PHN is committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people.

For enquiries regarding these roles, please contact Kath Skinner (Executive Manager Integration & Services) on 0436 687 306 or Michele Pitt (Acting Senior Manager – Commissioned Services & Strategic Projects) on 0407 734 364.

***PLEASE NOTE:***

***The selection criteria as outlined in the position description must be addressed as part of your application.***

**Applications close 9am Wednesday 2October 2019.**

**Guidelines for Applicants**

These guidelines aim to assist you in submitting applications for advertised vacancies with the Western NSW PHN.

**Applying for a position**

The following may assist you in preparing your application:

• Obtain and carefully read the Information Package for the position of interest.

• Conduct some initial research on the organisation by browsing the website and reading key resources.

• If you need to, seek clarification or additional information on the organisation and/or the position.

• Decide whether you possess, and can demonstrate your skills, experience, knowledge and ability against the selection criteria.

• When addressing the selection criteria, provide examples to demonstrate and

substantiate your claims. Examples should outline a situation, identify the action you took and summarise the subsequent result. Keep your response to no more than two pages, plus your Resume/Curriculum Vitae (CV).

• Be aware of the closing date and where and how to lodge your application (for details see below). If, for any reason you cannot submit your application by the closing date, you should ring the contact officer to see if a late application will be accepted.

• If you require any special arrangements (e.g. wheelchair access, hearing or visual aids, etc.) to assist you to attend an interview, please discuss these with the contact officer when the interview is being arranged.

**What you need to include in your application**

The WNSW PHN uses a streamlined approach to recruitment. All applications require:

1. A cover letter introducing yourself and outlining your interest in the position

2. Statement addressing each of the Selection Criteria (as listed on the last page of this document)

3. Resume/Curriculum Vitae (CV) that should include information about:

a. contact details including telephone number and email address

b. education/qualifications

c. an employment history summary including (for each position):

i. the employer

ii. start and finish dates

iii. your position/title

iv. your responsibilities and achievements in the position

d. a summary of your skills

e. professional memberships

f. the names of two work related referees (must be work related and senior to the position you hold), and other relevant information that will support your application not covered elsewhere.

4. Any other supporting documentation, e.g. copy of your qualifications

**Submitting your application**

**Applications should be submitted via email (by the closing date and time) to:**

**hr@wnswphn.org.au**

**or posted to:**

**Human Resources**

**Western NSW PHN**

**First Floor,**

**187 Brisbane Street**

**PO Box 890**

**Dubbo NSW 2830**

**Position Description**

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| Position Title: | Portfolio Lead – Workforce and After Hours |
| Position Location: | Bathurst, Orange, Dubbo or Broken Hill. |
| Position Reports To: | Senior Manager Commissioned Services and Strategic Projects |
| Portfolio: | Integration & Services |
| Contract Type: | Full-time Maximum Term |
| Industrial Instrument: | Western Health Alliance Limited Enterprise Agreement 2017 |
| Position Classification: | Level 5, Grade 4  |
| Delegated Authority: | Level 3 - As defined in the Delegations Policy |

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| Position Purpose |

The **Portfolio Lead** is responsible for providing subject matter leadership, expertise and advice to inform Western NSW Primary Health Network (WNSW PHN) Activity Work Plans, Strategic Projects and Commissioned Services to ensure the health needs of our communities are addressed.

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| Key Responsibilities: |

* Provide expert advice and direction to ensure that service design and delivery is aligned to evidence based best practice and community needs as identified through the WNSW PHN needs assessment.
* Ensure that Aboriginal Health is embedded in the design of commissioned services.
* Build and maintain strong sector relationships and networks to maximise opportunities for collaboration and ensure knowledge base is current.
* Undertake analysis of commissioned service providers’ performance and reporting to ensure deliverable and outcomes are being achieved.
* Work closely with commissioned services providers and internal stakeholders in the development and implementation of outcomes-based service delivery.
* Work collaboratively with internal stakeholders to ensure planning, procurement, implementation and evaluation of commissioned services is coordinated.
* Contribute to internal procurement processes, including preparation of relevant documentation and participation in tender evaluations as required.

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| Key Internal Relationships |

* All members of the Integration and Services Team; in particular
	+ Relevant Commissioned Services Liaison Officer(s);
	+ Practice Support and Improvement Team;
	+ Project and Program Managers
* All members of the Strategy, Engagement and Performance Team as required, including:
	+ Manager Planning and Evaluation;
	+ Manager Aboriginal Health Strategy and Programs;
	+ Engagement and Digital Media Officer;
	+ Data Manager;
* Members of the Corporate Services team as required.

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| **Competency Framework**: (refer to WHAL Competency Framework) |
| **Core Competencies** | **Role Requirement Level** |
| **Analytical Thinking** | (3) – Sees multiple links: Analyses a general situation and considers several potential causes of events. Recognises the links between several parts of a problem. |
| **Initiative**  | (3) - Is decisive and takes accountability in situations that call for prompt direction: Acts quickly and decisively when it is difficult to make a decision, typically has confidence in decision making gained through experience. |
| **Customer Focus** | (3) – Takes personal responsibility for customers: Takes responsibility for correcting customer-service problems. |
| **Learning Orientation** | (4) - Expands existing boundaries of knowledge: Uses experience to contribute to broadening and developing the organisation’s body of specialised professional/technical knowledge and understanding. |
| **Results Focus** | (3) - Improves overall team performance: Focuses on setting challenging goals for self and team that are most critical to work area performance and that are in line with the overall vision/strategy of the organisation. |
| **Teamwork and Co-operation** |  (3) - Values others input: Actively looks for ideas and opinions from others to help form decisions and make plans. |
| **Direction Setting** | (3) - Aligns the strategy with broader/future organisational goals: Understands overall future business needs and develops a strategy that aligns their work area/s with the objectives of the wider organisation. |
| **Influencing & Negotiation** | (3) - Focuses on areas of interest to influence and adapts approach to fit audience: Understands the knowledge and levels of interest of others and adapts the style or content of approach to suit. |
| **Conceptual Thinking** | (4) - Clarifies complex information relating to broad business opportunities: Challenges assumptions about the way things are done in order to develop solutions.  |
| **Judgement & Decisiveness** | (3) - Makes quality decisions without complete information: When all possible channels have been explored, yet the picture still appears incomplete, does not procrastinate. |
| **Planning & Co-ordinating** | (3) - Monitors and facilitates others’ activities: Effectively co-ordinates projects or specific improvements in a team or work area. |
| **Developing Others** | (3) - Provides broad on-the-job coaching and support including soft skill development to achieve short to medium term goals: Allows people to learn from their mistakes in a structured and safe environment or by identifying additional training requirements, providing additional resources etc.  |
| **Leading the Team** | (3) Creates an open and encouraging environment: Creates an environment of openness, trust and encouragement.  |

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| General Responsibilities: |

* Demonstrate a commitment to WNSW PHN’s vision and values.
* Respect confidentiality in line with the Privacy Act 1988 and related policies and procedures.
* Be aware of and adhere to WNSW PHN’s policies and procedures.
* Be aware of individual responsibilities under the relevant Workplace Health and Safety legislation and report as necessary any untoward accident, incident or potentially hazardous environment.
* Undertake continuing professional development as required to ensure job skills remain current.
* Attend and participate in out-of-hours meetings and functions as required.
* Actively participate in staff development activities.
* Identify and participate in continuous quality improvement opportunities.
* Actively participate in annual performance planning and review activities.
* Maintain a working knowledge of all equipment utilised in the office.
* Undertake other duties commensurate with the role as required.

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| Selection Criteria: |

**Essential**

* Tertiary level qualifications in field relevant to portfolio and substantial experience in the field required for the role.
* Demonstrated understanding of and commitment to cultural safety.
* Demonstrated high-level information communication technology skills.
* Demonstrated knowledge and understanding of portfolio-related activities at Commonwealth and State level.
* Experience in interpreting research evidence and applying it to service design or delivery.
* Understanding of commissioning in the healthcare sector.
* Ability to lead a team and manage remotely located direct reports.

**Desirable**

* Post graduate level qualifications in relevant portfolio field.
* Demonstrated experience in working with Aboriginal organisations and communities in planning and implementing health services.
* Existing networks with groups relevant to portfolio.
* Knowledge and understanding of program logic and measuring outcomes.

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| Special Conditions: |  |

* Conditions of employment are governed by the industrial instrument specified in the first table, the Fair Work Act 2009, National Employment Standards, Western Health Alliance Limited Employment Contract and WNSW PHN policies and procedures.
* Out of hours work, on evenings and/or weekends, may be required from time to time for which flexible working hours may be negotiated with your Manager.
* Travel, including overnight stays, across the region within the WNSW PHN’s boundary may be necessary from time to time. Occasional intrastate and/or interstate travel may also be required.

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| Appointment Prerequisites: |

* Verification of eligibility to lawfully work in Australia. You must be an Australian or New Zealand Citizen, a Permanent Resident of Australia or possess a valid Australian Working Visa to be employed by WNSW PHN.
* Certification of tertiary qualifications and professional membership (if applicable to role).
* Verification of current NSW Drivers Licence.
* Verification of comprehensively insured motor vehicle (if applicable to role).
* National Police check.
* Working with Children check (if applicable to role).