

## Position description

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| <b>Position title:</b>           | Manager Integrated Primary Health Service – West   |
| <b>Job reference no:</b>         | 25196  |
| <b>Salary:</b>                   | Dependant on skills and qualifications   |
| <b>Classification:</b>           | Dependant on skills and qualifications   |
| <b>Award:</b>                    | <ul style="list-style-type: none"> <li>- Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022</li> <li>- Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020;</li> <li>- Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Enterprise Agreement 2017-2021</li> </ul> |
| <b>Hours:</b>                    | 76 hours per fortnight (or 80 hours per fortnight with an ADO every 4 weeks)   |
| <b>Position tenure:</b>          | Permanent Ongoing  |
| <b>Remuneration benefits:</b>    | <ul style="list-style-type: none"> <li>• 9.5% Superannuation</li> <li>• Salary Packaging (including novated leasing)</li> <li>• Access to discounted private health insurance</li> </ul>   |
| <b>Work unit / location:</b>     | West – primary site Moe with travel to Churchill and Warragul  |
| <b>Reports to:</b>               | Executive Director Primary Health  |
| <b>Program:</b>                  | Integrated Primary Health Service – West   |
| <b>Contact person:</b>           | Jenny Juschkat, Executive Director Primary Health on 1800 242 696  |
| <b>Application closing date:</b> | Sunday 15 December 2019  |

### Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

Our focus on innovation, evidence-based practice and continual improvement around internal processes, structures and technology, has seen us grow rapidly. This efficient operating model and current scale of operations creates reliable funding and investment in resources and facilities that support your work.

You'll be joining an organisation that provides an incredibly wide variety of health and community programs and services, across a range of regional and metropolitan areas in Victoria.

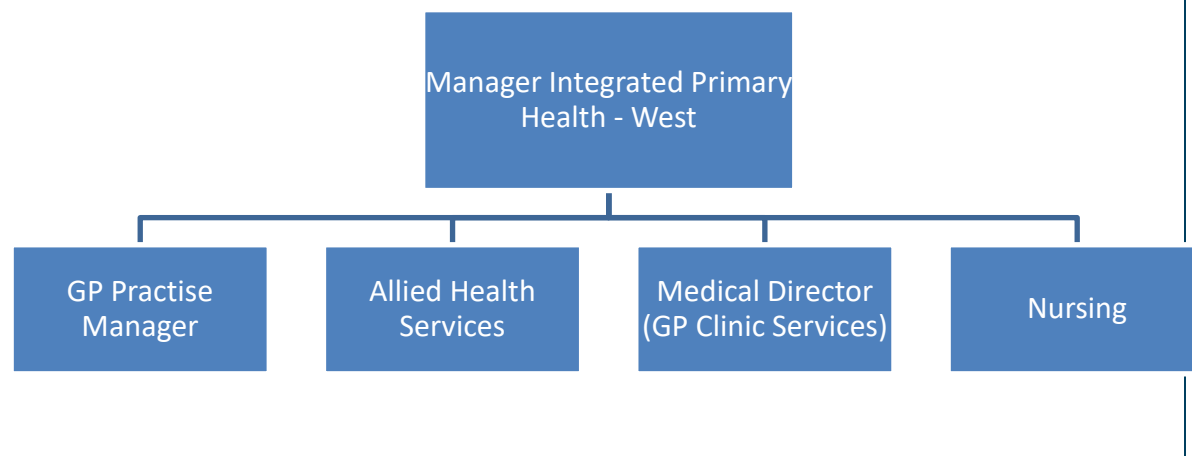
You can learn more about Latrobe Community Health Service at [www.lchs.com.au/careers](http://www.lchs.com.au/careers)

### ***Scope of role***

Reporting to the Executive Director Primary Health, the Manager Integrated Primary Health – West will manage and lead the functions of a range of integrated services that support clients in receiving high quality primary health care services in the clinic setting or in their home/place of residence.

The Manager Integrated Primary Health – West will work to ensure the smooth functioning of the team ensuring budget, service performance and administrative requirements are met in a timely and smooth functioning manner. The position will provide leadership to a team of inter professional staff and ensure the programs provided are consumer focused, cost effective, adopt a best practice approach in a supportive and caring environment whilst providing innovative solutions and striving for continuous improvement.

As a member of the Primary Health Management Team the Manager Integrated Primary Health - West is jointly responsible for the provision of leadership, planning and program decision making, ensuring that the services support the strategic direction of Latrobe Community Health Service.



### ***Key objectives, duties and responsibilities***

#### **Managing Strategy**

1. Develop the profile and standard of Integrated Primary Health services operating within LCHS Primary Health Directorate
2. Ensure services meet client and funding requirements
3. Contribute to plans for service integration
4. Develop collaborative approaches to delivery of integrated primary health services
5. Participate in the development of annual directorate and program business planning.

#### **Managing Business**

1. Manage to meet key performance indicators for all program areas.

2. Within your scope, establish, coordinate, monitor and review the operation of the integrated primary health workforce taking into consideration key factors including clinical practice, quality, risk, adequate resourcing, processes, systems and revenue generation.
3. Ensure compliance with Funding and Service Agreements related to area of responsibility.
4. Provide support and leadership to ensure the smooth running of the programs.
5. Drive clinical governance processes including team meetings, quality assurance activities, reviews and implementing key recommendations.
6. Manage overall resource management issues, including budget, staff and output performance.
7. Prepare timely, reliable and succinct reports as required.
8. Ensure program policy and procedures reflect current practice and are reviewed regularly.

### **Managing Staff**

1. Engender a culture of effective teamwork
2. Initiate personnel recruitment and selection requirements in line with LCHS policy.
3. Ensure new staff have orientation and induction to the organisation and the program.
4. Manage staff performance in line with organisational practice and expectations.
5. Undertake annual performance review activities with all staff and ensure that performance and professional development objective are met.
6. Contribute to the planning and coordination of professional and workforce development activities for program staff.

### **Managing Partnerships**

1. Develop and maintain good working relationships between funders, other services, groups and sectors.
2. Participate in local, regional and state wide networks of strategic relevance as required.

### **Managing Reporting**

1. Manage the collection and collation of data as specified in Funding and Service Agreements and Strategy and Business plans.
2. Meet reporting requirements both internally and externally.
3. Provide regular reports that provide strong analysis and actions and recommendations that will facilitate proactive management.

### **Management of Staff**

1. Develop a culture of effective teamwork and individual responsibility that is in line with the organisation's values.
2. Manage and coach staff in accordance with the LCHS Annual Performance Review framework.
3. Schedule regular visits with staff who work at sites other than the Managers base site

### **Managing Quality & Risk**

1. Investigate complaints related to area of responsibility, and respond in accordance with LCHS procedures.

2. Apply the organisation's Risk Management Framework in regard to identifying, evaluating and minimising risk exposure for areas of responsibility.
3. Participate in Managers On Call Roster

**Selection criteria:**

Applicants must address the selection criteria for consideration.

1. Demonstrated ability to lead and manage an interprofessional team of tertiary qualified health professionals including GP's, nurses and allied health.
2. Demonstrated ability to deliver program objectives within service delivery and budget parameters
3. Experience in developing new programs/services.
4. Highly developed organisational and interpersonal skills.
5. The ability to monitor and manage budgets and deliver against key performance indicators.
6. Demonstrated experience in Continuous Quality Improvement activities including documentation of policies and procedures applicable to the program areas.
7. Experience in representing the interests of the organisation at forums, meetings or similar.
8. Ability to work effectively in a team environment and to motivate staff to achieve goals and high standards of work performance.

**Job requirements:**

Applicants must meet the following job requirements:

**Mandatory**

1. A university level qualification in business and/or health.
2. At least two years of health management experience.
3. Current Victorian drivers licence.

**Desirable**

1. Post graduate qualifications in business administration/management, palliative care, wound management or other health related field.
2. Experience and knowledge of leading and managing GP services.

**Other Requirements**

1. Latrobe Community Health Service is a child-safe organisation. The successful applicant will be required to undergo a satisfactory criminal record check from the Australian Federal Police or country of residence.
2. Prior to appointment, a police record check will be undertaken. This will be updated every three years.
3. Prior to appointment, credentialing documentation must be completed and verified.
4. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
5. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

*We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.*

|                              |                                   |
|------------------------------|-----------------------------------|
| <b>Approved (Job title):</b> | Executive Director Primary Health |
| <b>Date:</b>                 | 17 June 2019                      |

***Incumbent statement***

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: \_\_\_\_\_

Incumbent's Signature: \_\_\_\_\_

Date:    /    /