

Position description

Position	Aged Care Assessment Lead Regional Assessment Service (RAS)		
Purpose	To provide leadership and coordination for the delivery of high quality and innovative Regional Assessment Services for the Partners 4 Health Consortium using a collaborative approach.		
Approval date	3 February 2020	Approved by	Abbe Anderson

Brisbane North PHN

Brisbane North PHN supports clinicians and communities in Brisbane's northern suburbs, Moreton Bay Regional Council and parts of Somerset Regional Council. It covers approximately 4,100 km² of urban, regional and rural areas, with a population of over 900,000.

The key objectives of the Brisbane North PHN are:

- increasing the efficiency and effectiveness of medical services for patients, particularly those at risk of poor health outcomes; and
- improving coordination of care to ensure patients receive the right care in the right place at the right time.

The PHN will achieve these outcomes by:

- understanding the health care needs of our community through analysis and planning, helping to identify and address service gaps
- providing practice support services so that GPs are better placed to provide care to patients, keeping them healthy and out of hospital
- supporting general practices in attaining the highest standards in safety
- assisting general practices in understanding and making meaningful use of eHealth systems
- working with other funders to purchase or commission health services for local groups most in need, including patients with complex chronic conditions or mental illness.

Key outcome areas

To ensure the organisation works effectively to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed twice a year formally and on an ongoing basis informally with team members and managers.

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Role-specific

- align the strategic and operational work of the RAS Consortium with the PHN's broader strategy for system change and improvement in the context of the aged care reform
- actively engage and work collaboratively with relevant stakeholders to identify system and service issues, provide sector support and improve services access and provision for consumers
- lead and support the consortium's governance arrangements
- lead and coordinate the continuous quality improvement of the RAS, including the monitoring and evaluation of performance
- ensure suitable policies, procedures and resources are in place to manage the programme's contractual, due diligence and reporting requirements
- lead the development and implementation of best practice within the wellness and reablement model
- effectively manage RAS workflow, performance and compliance
- delegated responsibility to provide day-to-day direction to the RAS team members to ensure the smooth operation and continuous improvement of the program
- contribute to the strategic work of the Healthy Ageing team.

General

- regularly attend team and staff meetings
- contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, abiding by the organisation's Code of Conduct and Leadership Capability Framework, implementing all policies and procedures correctly and recommending quality improvements
- communicate effectively and respectfully with all members of the organisation and external stakeholders
- record all interactions in ChilliDB and other program and project databases on time, ensuring that information is relevant, accurate, up-to-date and accessible by other team members
- comply with reporting requirements as directed by your manager
- deal with sensitive information in a confidential and professional manner
- complete other reasonable duties and projects as required to meet organisational objectives.

Reporting relationships

Relationships

Reports to: Manager | Healthy Ageing

Direct reports: None

Level of delegation

(Per Delegation Matrix – CEO to staff)

Level 3 – All other staff

Key selection criteria

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

Qualifications and experience

- a bachelor level or higher degree in business, health management or related health discipline
- experience in program management and high quality service delivery
- demonstrated ability to work at operational and strategic levels
- demonstrated ability to work collaboratively for broader impact
- working knowledge of the health and aged care systems is an advantage

Capabilities

The Brisbane North PHN Leadership Capability Framework applies to all roles within the organisation. Applicants must address these capabilities.

- **leads self** - self-aware, proactive and adaptable; takes personal development opportunities and is resilient
- **engages others** at all levels with respect, collaboration and cultural sensitivity
- **achieves outcomes** in a high demand work environment with judgment and initiative
- **drives innovation** - contributes to our culture of continuous quality improvement
- **shapes systems** - works productively within internal and external systems and networks
- **bases decisions on available evidence.**

Other

A current driver's licence is desirable and use of a personal vehicle may be required, including travel between the PHN offices. Work-related mileage will be reimbursed at relevant rates.

You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

(Please note: This position description is subject to adjustment within reason and in consultation with your manager to meet the deliverables of the organisation.)