

# Information Pack

## for Advertised Positions with Western NSW Primary Health Network

Thank you for your enquiry. This pack contains:

- information about the role and our organisation,
- guidelines for applying, and
- the selection criteria we will be using to select the right candidates.

### Contents

Information Pack.....	1
The Role .....	2
Location.....	2
Contract type .....	2
About the role.....	2
Selection Criteria.....	3
About Western Health Alliance Ltd (WHAL) .....	3
Benefits to working with us .....	3
Applying for this position.....	4
What to include in your application .....	4
Submit your application.....	5
Position Description .....	6

## The Role

Program Manager Suicide Prevention

## Location

Dubbo, Orange or Bathurst

## Contract type

Full time permanent contract

## About the role

Western NSW Primary Health Network (WNSW PHN) is currently seeking a motivated individual who has a passion for primary healthcare and community wellbeing.

The Program Manager Suicide Prevention is responsible for WNSW PHN's approach to suicide prevention, including the design, establishment and monitoring of key program priorities in the Suicide Prevention space. The role will have overarching responsibility for services commissioned by WNSW PHN.

The position can be based in any one of our offices, including: Dubbo, Orange or Bathurst.

The salary for this position is Level 5, Grade 1 (\$113,989 + superannuation).

If you have any questions about this position after you have read this Information Pack, please contact **Nik Todorovski** on **0428 249 132**.

Applications should be submitted via our [Careers site](#) by **11:59pm on 9 June 2026** and must include all components outlined [here](#) to be accepted.

## Selection Criteria

### Essential

- Graduate Degree qualifications in field relevant to the portfolio or substantial experience in the suicide prevention field.
- Demonstrated understanding of Aboriginal culture including a commitment to cultural awareness and safety.
- Demonstrated knowledge and understanding of suicide prevention activities and priorities at local, State and Commonwealth levels.
- 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.
- Capacity to travel within Western and Far West NSW and hold a current driver's licence.

### Desirable

- Post graduate level qualifications in relevant portfolio field.
- Existing networks with groups relevant to portfolio.
- Knowledge and understanding of program logic and measuring outcomes.
- Experience in health, NGO, or community services sectors.
- Experience in working with Aboriginal people, organisations and communities in view of planning and implementing services and achieving outcomes for Aboriginal people.

## About Western Health Alliance Ltd (WHAL)

Western Health Alliance Ltd (WHAL) trades as Western NSW Primary Health Network (WNSW PHN).

WNSW PHN is one of 31 Primary Health Networks across Australia. We are an independent, not-for-profit organisation funded by the Commonwealth Department of Health, established to support frontline health and wellbeing 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.

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. We work closely with general practice, Aboriginal Medical Services and other health care providers, Local Health Districts, non-government organisations and the broader community to plan and fund programs that support local health services to meet the health needs of our communities.

## Benefits to working with us

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

- Family friendly and flexible working arrangements (including Hybrid model)
- Collaboration with passionate, like-minded professionals
- 5 weeks annual leave
- Additional leave between the Christmas and New Year period
- Option to purchase an additional 2 weeks leave or cash out 2 weeks
- Corporate Fitness Program (Fitness Passport)
- Professional development allowance and study leave
- 6 weeks paid parental leave
- Free Employment Assistance Program

## Applying for this position

- Carefully read this information pack in its entirety.
- Conduct some initial research on our organisation by browsing [our website](#).
- If you need to seek clarification or additional information about us and/or the position, contact the appropriate person identified in this pack.
- Decide whether you possess and can demonstrate your skills, experience, knowledge and ability against the [selection criteria](#) in this Information Pack.
- 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. If, for any reason, you cannot submit your application by the closing date, you should ring the contact person 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 in attending an interview, please discuss these with the contact person when the interview is being arranged.

WNSW PHN is an Equal Employment Opportunity employer, and we are committed to working towards Reconciliation (learn more about our Reconciliation journey [on our website](#)). Aboriginal and Torres Strait Islander people are encouraged to apply.

## What to include in your application

In order for your application to be accepted for this role, it must include:

- A cover letter introducing yourself and outlining your interest in the position
- Statement addressing each of the [selection criteria](#) within this Information Pack
- Resume/Curriculum Vitae (CV) that should include:
  - contact details including telephone number and email address
  - education/qualifications
  - an employment history summary including (for each position):

- the employer
- start and finish dates
- your position/title
- your responsibilities and achievements in the position
- a summary of your skills
- professional memberships
- 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.

## Submit your application

Applications should be submitted via our Careers site by **11:59pm on 9 June 2026**.

Apply here: [Work With Us | Western NSW Primary Health Network Careers](#)

## Position Description

<b>Position Title:</b>	Program Manager Suicide Prevention
<b>Position Location:</b>	Dubbo, Orange or Bathurst
<b>Position Reports To:</b>	General Manager Commissioning
<b>Portfolio:</b>	Planning, Commissioning & Engagement
<b>Contract Type:</b>	Permanent Full Time
<b>Industrial Instrument:</b>	Western Health Alliance Ltd Enterprise Agreement 2025
<b>Position Classification:</b>	Level 5, Grade 1
<b>Delegated Authority:</b>	Level 3 - As defined in the Delegations Procedure

## Position Purpose

The Program Manager Suicide Prevention is responsible for providing subject matter leadership, expertise and advice to inform Western NSW Primary Health Network's (WNSW PHN) approach to suicide prevention and ensure the health needs of our communities are addressed.

## Key Responsibilities

Responsible for WNSW PHN's approach to suicide prevention, including the design, establishment and monitoring of key program priorities in the Suicide Prevention space. The role will have overarching responsibility for services commissioned by WNSW PHN.

### Planning and Needs Assessment

- Understand the needs and gaps in suicide prevention services across the region.
- Establish local suicide prevention priorities that are also informed by relevant State and Commonwealth initiatives.
- Contribute to the establishment of a Regional Mental Health and Suicide Prevention Plan

### Service Commissioning and Delivery

- Development of annual planning to inform the organisation's approach to suicide prevention program activity.
- Ensure service design is informed by the WNSW PHN Needs Assessment, current evidence-based literature, consumer/lived experience feedback and is underpinned by the Quintuple Aim.
- Ensure service design includes evaluation measures to appropriately demonstrate commissioned services outcomes.

- Ensure that Aboriginal Health is embedded in the design of commissioned services.
- Contribute to internal procurement processes, including preparation of relevant documentation and participation in tender evaluations as required.
- Lead innovation through collaboration, co-design, and co-commissioning.
- Ensure achievement of identified priority actions within the Regional Mental Health and Suicide Prevention Plan.
- Ensure all program funds are allocated to services/activities in a timely manner.

### Monitoring, Reporting and Evaluation

- Develop and implement mechanisms to monitor, report and evaluate the effectiveness of the key program priorities in the Suicide Prevention portfolio.
- Work in collaboration with the Contracts and Service Performance team to contribute to the monitoring of service contracts.
- Complete all required program reporting for funding agencies.

### Stakeholder Relationships

- Build and maintain strong sector relationships and networks to maximise opportunities for collaboration and ensure knowledge base is current.
- Work closely with commissioned services providers in the implementation of outcomes-based service delivery.
- Build strong relationships across the PHN network, exploring opportunities for cross-boundary learning and collaboration.

### Line Management

- Provide effective leadership, management and direction to the team.
- Ensure that the team understand the objectives and direction of WNSW PHN and their part in achieving those objectives.
- Responsible for the achievement of team's outcomes and for setting and reviewing performance objectives and managing the annual performance review process for team.

### Work Health and Safety

- Take reasonable care of their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply with WNSW PHN policies and procedures relating to health and safety.
- 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.

## Statement of Organisational Commitment

WNSW PHN is strategically focused on improving health outcomes for Aboriginal and Torres Strait Islander people living and connected to our region and plays a leadership role in transitioning the primary health care system through the development of culturally safe and aware models of care,

ensuring access to quality health care and commissioned services. WNSW PHN recognises Aboriginal and Torres Strait Islander people as the original inhabitants of Australia and as the Traditional Custodians of the land. We encourage and promote a culture of diversity within our workforce. To continue to improve the way we work with Aboriginal communities, we encourage recruitment of local Aboriginal and Torres Strait Islander people within the region to add their voice to achieve health goals and priorities for our communities.

## 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.
- Ensure WNSW PHN health literacy principles and practices are known and applied.
- 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.
- Demonstrate and embed culturally safe practices into all work outputs and the workplace.
- Demonstrate and embed Corporate Social Responsibility in our business operations and interactions with their stakeholders.
- This role is a non-clinical support role and will not involve the diagnosis, treatment or provision of direct patient care of any type.

## Competency Framework Key behaviours

As per WHAL Competency Framework.

Core Competencies	Role Requirement Level
Analytical Thinking	(4) - Undertakes broader, complex analyses
Initiative	(4) - Takes action to realise future opportunities
Customer Focus	(4) – Delivers best practice customer service
Learning Orientation	(4) - Expands existing boundaries of knowledge

<b>Results Focus</b>	(4) - Drives broader business results
<b>Teamwork and Co-operation</b>	(4) - Builds team effectiveness
<b>Direction Setting</b>	(4) - Conceptualise and design business strategy
<b>Influencing &amp; Negotiation</b>	(4) - Uses a range of influencing strategies
<b>Conceptual Thinking</b>	(4) - Clarifies complex information relating to broad business opportunities

## Selection Criteria

### Essential

- Graduate Degree qualifications in field relevant to the portfolio or substantial experience in the suicide prevention field.
- Demonstrated understanding of Aboriginal culture including a commitment to cultural awareness and safety.
- Demonstrated knowledge and understanding of suicide prevention activities and priorities at local, State and Commonwealth levels.
- 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.
- Capacity to travel within Western and Far West NSW and hold a current driver's licence.

### Desirable

- Post graduate level qualifications in relevant portfolio field.
- Existing networks with groups relevant to portfolio.
- Knowledge and understanding of program logic and measuring outcomes.
- Experience in health, NGO or community services sectors
- Experience in working with Aboriginal people, organisations and communities in view of planning and implementing services and achieving outcomes for Aboriginal people.

## Special Conditions

- An understanding and commitment to Cultural Safety in the workplace.
- 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.

## 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).
- AHPRA Registration verification (where 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).