

Lower Hume Primary Care Partnership

Position Description

Position Title:	Senior Project Officer, Mental Health
Classification/Award:	Agreement: Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administration Officers) Multiple Enterprise Agreement 2011-2015 and its successors
Employment Status:	Fixed Term for 16 weeks. Flexible start date.
Salary:	Above Award Rate. \$88,920 Annual Pro Rata. Plus superannuation and generous salary packaging arrangements.
Hours of Work:	24 hours per week
Performance Review:	Performance reviews will be held annually.
Version Number:	5.0 Date Written: October 2018
Employment Agency:	Nexus Primary Health
Approved by:	
	Name: Rebecca Southurst
	Position: Executive Officer, Lower Hume Primary Care Partnership
	Date: 16/10/2018

DIRECTORATE/TEAM

Lower Hume Primary Care Partnership

EMPLOYING AGENCY

Nexus Primary Health (Nexus) is the employing agency for Lower Hume Primary Care Partnership (LHPCP). Nexus Primary Health is committed to excellence in the delivery of holistic, accessible, community based health services. We value community participation and working in partnership with other agencies to identify community needs. We strive to develop innovative programs and services and actively encourage community members to be responsible for their own well-being.

BACKGROUND

The Primary Care Partnership (PCP) program is a state Government funded program with two key aims:

- To improve access, experience and outcomes for communities through facilitating collaboration and

integration across health and human services and

- To prevent avoidable illness and improve health outcomes by enabling a greater emphasis on reducing inequity and improving social determinants of health.

The Lower Hume Primary Care Partnership (LHPCP) is one of 28 Primary Care Partnerships in Victoria. The Partnership is governed by a Leadership Committee, which is an alliance of health, hospitals, community services, local government, and other related organisations operating within the Local Government Areas of Mitchell and Murrindindi.

LHPCP envisages healthy and resilient local communities whose health and wellbeing outcomes are improved through the collaborative and cooperative relationship of its members.

LHPCP Values:

To implement the changes that will be required to achieve its vision the LHPCP members share the following values:

- Cooperation & inclusiveness
- Excellence in all activities
- Openness & transparency
- Respect, integrity & trust
- Enthusiasm & commitment
- Creativity & adaptability

The LHPCP works with member agencies to align, facilitate, negotiate, coordinate, capacity build and create consistency in regional and subregional approaches to achieving outcomes described within associated strategic and implementation plans.

POSITION OBJECTIVES

The Senior Project Officer, Mental Health will lead the implementation of the Strengthening Supports for Mental Health Project across Lower Hume. This includes facilitating and supporting opportunities to develop partnership approaches to improving mental health outcomes across Lower Hume.

KEY RESPONSIBILITIES AND DUTIES
<p>The Senior Project Officer, Mental Health will liaise with key stakeholders to:</p> <ul style="list-style-type: none">• Undertake a thorough review of access to mental health services for people living in Mitchell and Murrindindi Shires• Collate an evidence summary of best practice approaches to providing mental health care throughout regional areas, including prevention and early intervention• Facilitate stakeholder and consumer consultation to develop innovative partnership approaches that will address local needs• Produce a detailed yet succinct report that provides evidence of local needs and recommendations to deliver a place-based response• Compile partnership commissioning application/s and key messages for joint advocacy efforts

ORGANISATIONAL RELATIONSHIPS	
Reports to:	Executive Officer Lower Hume PCP
Internal Liaisons:	Coordinator System Integration and Projects, Aboriginal Health & Wellbeing Program Officer, Executive Support and Projects, Prevention Coordinator, Goulburn Chronic Care Coordinator, Lower Hume PCP Chair and Leadership Team, Seymour Health.
External Liaisons:	HR and Payroll at Nexus, Department of Health and Human Services, Alexandra District Health, Nexus Primary Health, Yea & District Memorial Hospital, The Kilmore & District Hospital, Seymour Health, Mitchell Shire Council, Murrindindi Shire Council, Goulburn Valley Health, Familycare, Murray PHN, Eastern Melbourne PHN.
ACCOUNTABILITY AND EXTENT OF AUTHORITY	
	<ul style="list-style-type: none"> • Accountable for implementing the Strengthening Supports for Mental Health across Lower Hume Project. • Broad authority governed by key directions and parameters decided with the Executive Officer and Chair LHPCP.
JUDGEMENT AND DECISION MAKING	
	<ul style="list-style-type: none"> • Program and services are developed consistent with strategic directions with a communication strategy and supported by evidence, planning and evaluation documentation. • The incumbent will liaise with the Executive Officer regarding important decisions needing to be made that may impact on partnership stakeholders and LHPCP team members.
SPECIALIST SKILLS AND KNOWLEDGE	
	<ul style="list-style-type: none"> • Ability to lead and contribute to strategic planning and project management in a multi-disciplinary setting. • Successful relationship building and facilitating of partnership based approaches • Knowledge and understanding of all levels of government and their impacts on mental health service planning and delivery. • Collection, analysis and preparation of information to inform service and system improvements. • Knowledge and understanding of the social model of health and how it applies in the prevention and ongoing management of mental health • Ability to collect, analyse and prepare information to inform service and program development. • Competent use of a range of IT applications including Word, Excel, PowerPoint and Outlook.
PERSONAL MANAGEMENT SKILLS	
	<ul style="list-style-type: none"> • Adhere to timelines in the preparation of reports, presentations and data. • Highly developed organisational and time management skills. • Participate in ongoing professional development including internal coaching and support sessions.

INTERPERSONAL SKILLS
<ul style="list-style-type: none"> • Ability to work cooperatively with key stakeholders, including colleagues, community, funding bodies to maximise client and organisational opportunities and outcomes. • Ability to work independently and as part of a team. • Written and oral communication skills, especially the ability to listen, present and negotiate with the private, public sectors, colleagues and community.
QUALIFICATIONS AND EXPERIENCE
<p>Qualifications in Public Health, Project Management, Psychology, Social Sciences, Specialised Nursing or equivalent tertiary qualification and experience.</p>
ORGANISATIONAL VALUES
<p>As employees of Nexus Primary Health employees of Lower Hume PCP are required to work with each other according to the Values listed below and the behaviours these values require when carrying out business. These values are:</p> <ul style="list-style-type: none"> • Innovation We will lead by example using evidence and embracing new ideas • Integrity We will act ethically and professionally. • Diversity We will seek variety and difference. • Empowerment We will enable people to live well • Accountability We will be responsible for our behaviours, actions and outcomes • Respect We will value the rights of others
OCCUPATIONAL HEALTH AND SAFETY
<p>All staff are expected to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities:</p> <ul style="list-style-type: none"> • To take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace. • To seek guidance about new or modified work procedures. • To ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor. <p>If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in the department's OH&S policies.</p>

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KEY SELECTION CRITERIA

- Qualifications in Public Health, Project Management, Psychology, Social Sciences, Specialised Nursing or equivalent tertiary qualification and experience.
- Knowledge and experience in the mental health sector.
- Ability to engage and lead a diverse partnership that includes a range of health, community services, local government and other related sectors.
- Ability to facilitate consultations with the community in an inclusive and respectful manner.
- Highly developed interpersonal, communication and negotiation skills.
- Well-developed organisation skills and the ability to manage time effectively and prioritise competing tasks.
- The ability to analyse and comprehend information, prepare concise reports with recommendations and effectively communicate the findings.
- Knowledge and understanding of the social model of health and how it applies to the prevention and ongoing management of mental health.

SPECIAL REQUIREMENTS

- New staff will be required to undergo a Police Records Check.
- Employees are required to advise Nexus of any changes that may affect the current Police Records check status, and advise the Executive Officer LHPCP immediately.
- A current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to the Executive Officer LHPCP immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- Professional Memberships should remain active.

I have read this position description and understand its contents.

Signed:.....Date:.....

Name in Print:.....

Executive Officer Lower Hume Primary Care Partnership

This position description accurately describes the essential functions assigned to this position.

Signed: 

Date 26/10/2018

Name in Print: Rebecca Southurst