

## Position Description

Position	Health Stream Lead
Agency	Health Stream Portfolio (e.g. Mental health, drug & alcohol)
Reports to	Primary Health Tasmania Executive
Terms and Conditions of Employment	In accordance with the current industrial Enterprise Agreement and Contract of Employment
Classification/ Salary Stream	Health Stream Lead (Contract)
Length of Position	As per Contract of Employment (subject to ongoing funding from the Australian Government Department of Health)
Location	As per Contract of Employment Primary Health Tasmania provides services across Tasmania

## Organisational Overview

Primary Health Tasmania is a non-government, not-for-profit organisation working to connect care and keep Tasmanians well and out of hospital. The organisation is one of 31 similar bodies established around Australia on 1 July 2015 as part of the Primary Health Networks Program – an Australian Government initiative.

The government has set the following objectives for primary health networks nationally:

- **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.

More information is available on the primary health networks website [www.primaryhealthtas.com.au](http://www.primaryhealthtas.com.au)

A critical key to achieving the organisational objectives is a workforce which is flexible and responsive. Central to performance are the competencies – the knowledge, skills and abilities that PHT employees must demonstrate to perform their roles effectively. These competencies are described in this position description and the PHT Competency Framework.

PHT supports organisational wide competency building, and a more flexible and responsive PHT workforce that is well equipped to deliver innovative and creative health system integration and redesign to its stakeholders and the community.

## Position purpose

The Health Stream Lead plays a vital role in the commissioning cycle. A key integrator, the health stream lead is responsible for leading a team of functional specialists, advisors and support staff to developing and commissioning strategic and evidence based services and/or service improvement initiatives and achieving program/contract outcomes and deliverables by driving programs through a commissioning process.

## Key relationships

Internal	External
GM and CEO	Health care providers
Team members	Health care consumers and stakeholders
Functional and other Health Stream leads	Subject Matter Experts - Population Health, Health economists,
Business & Finance and Corporate teams	University and Research expertise
	Federal and State Government health offices

## Responsibilities and accountabilities

- Bringing to the team high level knowledge, expertise and skills in delivering key functions of this role including in one or more of the following current priority areas:
  - Population health - Driving effective commissioning interventions to addressing identified priorities for population groups and population health issues through understanding and targeting the highest needs, working collaboratively with key service and system partners to identify local solutions and implementing appropriate commissioning responses to assist in achieving targeted health outcomes
  - Rural health - Working with providers and communities in improving service integration, service access and health outcomes for people living in rural areas through commissioning interventions that focus on improving local coordination of care, improving people's access to the services they need and ensuring people living in rural areas have clear pathways to specialist services as part of the broader health system
  - Aboriginal health - Leading collaboration with Aboriginal Community Controlled Health Organisations and mainstream providers to improve the health and wellbeing of Aboriginal and Torres Strait Islander people, through understanding priority needs, identifying local, culturally appropriate solutions and developing targeted commissioning responses for improved system and health outcomes, along with leading Primary Health Tasmania's continuing improvement as a culturally aware organisation.
  - Refugee health - Leading the continued delivery of the existing Primary Health Tasmania Refugee Health Clinics in Launceston (Northern Integrated Care Service) and Hobart (Derwent Park) to ensure safe high quality clinical services are provided to new humanitarian settler arrivals in Tasmania for 2016-17. This includes the provision of required health checks; immunisation and GP led healthcare services. To simultaneously work with key service and system partners to identify solutions and to implement appropriate commissioning responses for continued delivery of the service beyond the 2016-17 period
  - Chronic conditions - Driving effective commissioning interventions to address identified priorities and national and state funding requirements by working with key service and system partners to co-design local solutions and implement appropriate commissioning responses to assist in achieving targeted health outcomes. Key chronic conditions identified in CNA - chronic obstructive pulmonary disease, heart failure and diabetes
  - Mental health - Driving effective commissioning interventions to address identified priorities and national and state funding requirements by working with key service and system partners to co-design local solutions and implement appropriate commissioning responses to assist in achieving targeted health outcomes. Key themes - joined-up support for child mental health; an integrated and equitable approach to youth mental health; integrating Aboriginal and Torres Strait people's mental health and social and emotional wellbeing services; a renewed approach to suicide prevention; and improving services and coordination of care for people with severe and complex mental illness.

- Alcohol and other drugs - Driving effective commissioning interventions to address identified priorities in the areas of drug and alcohol treatment planning, commissioning and contribution to coordination of services at a regional level, to improve sector efficiency and support better patient management across the continuum of care. key objectives of PHN by - Increasing the service delivery capacity of the drug and alcohol treatment sector through improved regional coordination and by targeting areas of need, and improving the effectiveness of drug and alcohol treatment services for individuals requiring support and treatment by increasing coordination between various sectors, and improving sector efficiency.
- Coordinates and develops project/contract content and key strategies including: project related plans, activities and timeframes.
- Establishes and maintains a consolidated register of project data and project document (e.g. project register, resource plans, skills database, issues, dependencies, financials).
- Plans for inter-project dependencies, identifies and reports potential risks and develops achievable and realistic project/contract schedules.
- Ensures a strong and contemporary evidence base to inform the strategic intent and desired health and service system improvement outcomes to be achieved through the commissioning process.
- Extensively coordinates and communicates between all stakeholders within the commissioning cycle.
- Applies communication and group dynamic strategies in interactions with individuals and groups.
- Maintains and negotiates technical task, scope budget and schedule.
- Prepares and delivers reports for a range of stakeholders.
- Provides leadership to the health stream team ensuring that all project elements are delivered to a high standard particularly, but not exclusively with respect to:
  - Collecting and analysing the evidence base to inform commissioning model/s
  - Developing mechanisms to monitor and evaluate programs and contracts for their effectiveness and quality.
  - Developing strategies for continuous quality improvement within the program/contract.
  - Establishing and maintaining effective working relationships with internal and external networks and stakeholders.
  - Monitoring, reviewing and evaluating the outcomes of projects/contracts.
  - Identifying systems improvements, procedural requirements and training and development needs as a part of each project.
  - Undertaking literature reviews and data analysis from a range of data sets to inform project development, strategies and direction.
  - Referencing sources of public health data and information and interpreting quantitative and qualitative data.
  - Using data to address scientific, political, ethical, and social public health issues.
  - Working closely with subject matter experts in order to refine project deliverables.
  - Communicating in writing and orally, in person, and through electronic mechanisms in order to update and brief relevant stakeholders on project status.
  - Soliciting input from individuals within the organisation and externally and using a variety of approaches to disseminate information.
  - Presenting demographic, statistical, programmatic, and scientific information for use by professional and lay audiences.

## Level of Responsibility

- Responsible to the Executive Team.
- Direct supervision and support provided by the designated General Manager.

## Competencies required for the role

- Below is a full list of competencies and each level required for this role.
- The Primary Health Tasmania Competency Framework applies to all Primary Health Tasmania employees, across all occupational groups.

## Competency Summary

- A full list of competencies with behavioural indicators are provided in the **Primary Health Tasmania Competency Framework** listed on the Primary Health Tasmania website
- The behavioural indicators provided in the **Competency Framework** provides detailed examples of the types of behaviours that would be expected at each competency level and should be reviewed in conjunction with the role's Responsibilities and Accountabilities.

## Competency matrix

<b>Personal attributes</b> - Adapt and respond to change - Display resilience and courage - Act with Integrity - Manage Self	4 4 4 4	<b>Relationships</b> - Communicate effectively - Commit to Customer Service - Influence and Negotiate - Work Collaboratively	4 4 4 4
<b>Results</b> - Deliver results - Plan and Prioritise - Think and solve Problems - Demonstrate Accountability	4 4 4 4	<b>Business support</b> - Finance - Technology - Procurement and Contract management - Project Management	4 3 3 4
<b>People leadership and management</b> - Lead, Manage and Develop People - Inspire Direction and Purpose - Optimise Business Outcomes - Manage Reform and Change	4 4 3 3		

- 4 - Highly advanced  
3 - Advanced  
2 - Intermediate  
1 - Foundational

## Selection criteria – skills, qualifications and experience

### Essential

- Health, business or other relevant tertiary qualifications.
- Strong background in a health organisation in a project management capacity.
- Advanced project management skills inclusive of knowledge and experience with project management tools and methodologies.
- Demonstrated high level capability, knowledge and experience within the portfolio area for which they are applying.

### Desirable

- Local contextual knowledge of population health and consumer needs.
- Knowledge and expertise in the relevant subject matter to be commissioned.
- Experience and ability to engage and collaborate with a variety of stakeholders in order to ensure that robust relationships and trust is established.
- Evidence of strong influencing capability and examples of collaborating across and between organisations building strong links and knowledge to ensure project success.
- Strong ability and experience working in a systemic capacity in order to maximise the success of the project.
- Current Driver's Licence

### Working environment

Primary Health Tasmania delivers services from three administrative centres in Hobart, Launceston and Ulverstone.

Intrastate and interstate travel will be required.

## Our values

The following core values underpin the work of Primary Health Tasmania. These core values are fundamental to the organisation and the way in which Primary Health Tasmania staff and management engage with each other and with stakeholders. These values are currently under development in collaboration with staff and the Board.

### Trusted Collaboration

#### **“We do as we say”**

- We engage with honesty and openness
- We are inclusive and approachable
- We act with ethics and integrity

### People-centred

#### **“We put people at the centre”**

- We are inclusive and respect diversity
- We apply fairness and understanding in our dealings with community.

### Innovative Excellence

#### **“Can do attitude”**

- We are an agile organisation that embraces challenge
- We respond creatively and dynamically to develop solutions



Mr Phil Edmondson  
**Chief Executive Officer**

July 2016

Employee's signature:

Date:

Manager / Supervisor signature:

Date: