**Duty Statement – PROJECT LEAD FOR BELMONT INITIATIVE**

Purpose of position

The Project Lead will support the development and delivery of the Belmont initiative. The Belmont initiative aims to develop an integrated multi-disciplinary approach to support patients with chronic conditions in place, close to home. It brings together a ‘care neighbourhood’ consisting of GP practices, pharmacies, allied health and the local government with relevant community services.

The Project Lead will work with stakeholders to plan a series of multi-disciplinary interventions based on best practice guidelines for chronic conditions (in the first instance, chronic obstructive pulmonary disease (COPD)). The Project Lead will then work with health professionals to implement and measure the interventions through iterative Plan Do Study Act (PDSA) cycles.

Key responsibilities and accountabilities

Responsibilities may include but are not limited to:

* Develop a governance and decision-making structure for the project.
* Develop a project plan, secure adequate resources and negotiate the project timetable with relevant stakeholders.
* Manage all phases of the project, deal with emerging issues and undertake problem solving/troubleshooting to keep the project on track.
* Regularly monitor and report on project progress, including financial expenditure.
* Map and engage local and other stakeholders relevant to the prevention and management of chronic conditions (COPD).
* Research and summarise available recent local health statistics relevant to COPD.
* Develop an evaluation framework and program logic in consultation with stakeholders. This includes determining agreed achievable, measurable indicators for clinical benchmarking, project monitoring and evaluation purposes.
* Coordinate activities to expand health provider expertise in COPD prevention and management, including knowledge of appropriate community resource linkage.
* Collaboratively develop a COPD clinical quality improvement process for the primary health care team.
* Build collaborative skills and capacity to undertake quality improvement activities within individual practices and as part of a collaborative network.
* Identify current data management capacities and gaps for primary health providers (includes pharmacists and allied health providers).
* Work with health professionals and other stakeholders to implement quality improvement processes.

Key people interactions

* Belmont health professionals including GPs, nurses, allied health and nurses
* City of Belmont
* WA Primary Health Alliance
* Curtin University
* COPD subject matter experts

Qualifications

* Completion of a graduate qualification in a relevant discipline, or extensive relevant experience. Relevant fields are quality improvement, primary care and/or project management.

Knowledge, experience and skills

* Demonstrated strong experience in quality improvement processes, preferably in primary health care.
* Demonstrated high level interpersonal skills, including the ability to engage and influence others and a proven capacity to build and maintain effective and productive relationships with a wide range of internal and external groups.
* Demonstrated high level verbal communication and negotiation skills and ability to resolve stakeholder concerns.
* Demonstrated experience in effectively promoting and facilitating change in organisations.
* Demonstrated planning and time management skills to complete projects on time and on budget.

Desirable

* Clinical experience and knowledge of COPD.
* Knowledge and understanding of evaluation frameworks and program logics.