


Eastern Melbourne PHN Position Description

Position	Project Officer – Eye Health	 <p>phn EASTERN MELBOURNE An Australian Government Initiative</p>
Business Area	Primary Care Services and Support	
Reports to	Aboriginal Health Program Coordinator	
Location	Croydon	
Direct Reports	Nil	
Version and Date	V1 13 December 2016	

The EMPHN Board have endorsed the following principles which will guide the development and implementation of its business model:

EMPHN will:

- Build and use evidence to underpin innovation in models of care and reform in the health system which promote optimum health outcomes for the population.
- Ensure equitable access by the communities within the catchment.
- Strengthen primary care and facilitate coordination and integration between professional groups, care providers, education providers (specifically the tertiary sector and Universities) and researchers across the system.
- Engage communities and patients in the design and evaluation of services.
- Develop effective partnerships to reduce duplication and maximise expertise.

Primary Purpose of the Position

Working within the Access and Diverse Communities team, you will play a key role in implementing the Eye Health program for the Aboriginal Community in the EMPHN region. The role centres around the roadmap to closing the gap on eye health and will involve working closely with Aboriginal Communities across the region for better access to primary and specialist eye care.

The successful applicant will have knowledge and understanding of how best to consult and engage with Aboriginal Communities and will be able to demonstrate experience working in partnership with Aboriginal Communities. Familiarity with the health and community care systems is also important and an understanding of community networks and communication across the networks is essential.

The applicant will have project management experience, with good time management skills and will possess excellent written and verbal communication and interpersonal skills and be able to work effectively within a team environment.

The Project Officer will have capacity to take the lead on the eye health project:

- Designing, leading, implementing and evaluation change management in a complex service environment
- Working co-operatively and effectively with a range of agencies and services to enhance access to primary and specialist eye services

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Core Competencies/Key Selection Criteria

- Tertiary qualifications in public health, health sciences or equivalent strong understanding of the current healthcare system
- Demonstrated knowledge and understanding of issues that affect Aboriginal Communities' access to and use of the health and community services systems
- Relevant experience working with Aboriginal Communities in a collaborative and respectful manner
- Highest standard of relationship-building and networking skills with a diverse range of stakeholders
- Demonstrated planning or project management skills with the ability to undertake a variety of planning, improvement, audit and quality related projects;
- Ability to work independently and also as part of a team
- Strong analytical skills with attention to detail
- Well-developed report writing skills
- Demonstrated analytical and problem solving skills in order to develop strategies, ideas and opportunities for effective outcomes
- Current driving license
- Ability to be flexible with working hours and travel between sites as required

Personal Qualities

- Capacity to be a self-starter and identify new opportunities within the scope of the project's jurisdiction.
- Flexible and responsive to Aboriginal Community attitudes and knowledge
- Demonstrated experience in building and maintaining relationships with external partners and key stakeholders
- Strong relationship skills and a persona which models the organisation's ideals

Desirable Knowledge and Skills

- Experience in engaging healthcare professionals from different professions
- An understanding of issues related to eye health in the Aboriginal Community

Key Accountabilities

- To implement and evaluate the Eye Health project for Aboriginal Communities in the EMPHN region
- To provide evidence of the program's effectiveness in the way of a report
- Engage and consult effectively with Aboriginal Communities across the region

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Expectations of All Staff

All staff within the EMPHN are expected to:

- comply with EMPHN policies and procedures
- in particular comply with EMPHN policies and procedures in relation to privacy, patient records and patient and organisational confidentiality both while employed by the PHN, and at all times thereafter
- comply with all Work Health and Safety legislation and regulations
- comply with all other Commonwealth and State legislation relevant to the organisation
- work in a collaborative fashion with GPs, practice staff and stakeholders and internal stakeholders
- uphold and enhance the reputation of the EMPHN
- maintain the highest level of integrity in the conduct of EMPHN business