

Position Description

Position Title	Portfolio Manager – Aboriginal and Torres Strait Islander Health & Wellbeing
Reports To	Executive Director – Primary Health Integration and System Design
Business Unit	Primary Health Integration and System Design (PHISD)
EMPHN Classification	Band 4

EMPHN Values

With our partners, we will facilitate health system improvement for people in eastern and north eastern Melbourne. Our organisational values underpinning the work we do are:



Purpose of Position

The Portfolio Manager is accountable for identifying and addressing health gaps and inequalities experienced by Aboriginal and Torres Strait Islander people within the EMPHN catchment. This will be achieved by utilising expertise, leadership, community and stakeholder engagement to oversee a culturally sensitive and integrated approach to achieving strategic outcomes for the portfolio. This will include provision of support for delivery of the portfolio programs and projects of work as prioritised in the business plan.

The incumbent will deliver on key priorities by leading and building the capability of EMPHN's work in reconciliation, and cultural competency; engaging cross functional teams to understand health needs, service requirements and aspirations of Aboriginal and Torres Strait Islander people and identify improvements that can be implemented to best effect, as outlined in the Business Plan.

Key Relationships and Stakeholders

Internal

- ELT and Board of Directors
- Redesign and Delivery Teams
- Leaders across the organisation
- EMPHN employees and contractors
- RAP implementation team(s)

External

- Aboriginal and Torres Strait Islander community
- People with lived experience, consumers and carers
- Health Professionals providing services to Aboriginal and Torres Strait Islander people - in particular primary care/general practice
- Formal Collaboratives/Alliances
- EMPHN Clinical Council & Community Advisory Committee
- Representatives of key Aboriginal health services
- Government and Community Stakeholders

Key Accountabilities

Portfolio Leadership

- Champion the implementation of the cultural framework, Reconciliation Action Plan (RAP), the EMPHN strategic framework and transformative strategies.
- Oversee a whole of organisation, integrated approach to the delivery of portfolio programs and projects whilst providing expertise and leadership to inform the development, alignment and implementation of objectives and outcomes for the portfolio, programs and projects in line with approved strategic and business planning initiatives and direction.
- Ensure key initiatives across the portfolio are informed by research, evidence, and analysis.
- Champion and lead integration and improvement activities across EMPHN and enable cross-functional teams to contribute to the strategic direction of Aboriginal & Torres Strait Islander health and wellbeing initiatives.
- Provide thought leadership and development of capability to EMPHN leadership to work in ways that are respectful of Aboriginal and Torres Strait Islander culture (reconciliation and self-determination), drawing upon up-to-date contemporary knowledge, meaningful relationships and expertise for the overall portfolio.
- Be a strong advocate for change, both internally and externally, for new initiatives with the quadruple aim of improving patient and clinician experience, improve health outcomes, and increase value.

Position Description

Innovation and Improvement

- Champion health system improvements for Aboriginal & Torres Strait Islanders, working with internal and external stakeholders to identify improvement opportunities and develop solutions.
- Working within the context of the strategic and business plan:
 - Identify priority areas within the catchment and utilise this to define improvement opportunities.
 - Effectively engage with Aboriginal community to understand priority areas that are important to Aboriginal people.
 - Facilitate the development of continuous improvement opportunities, maintaining a focus on innovation, informed by evidence and research.
- Engage and empower others to initiate and implement improvement and build business case and performance indicators for improvement opportunities.
- Participate in and where appropriate lead, the commissioning cycle with a focus on problem definition, diagnostics, designing solutions, and evaluation.

Operational Leadership

- Role model the desired culture, consistent with EMPHN's values and behaviours, including the modelling of a practical and positive approach to health, safety, diversity, inclusion, wellbeing, and environment.
- Provide leadership both formally (programs and projects lead by incumbent) and informally (programs and projects lead by other program managers) to ensure alignment and integration of all work for the delivery of planned outcomes.
- Effectively manage and lead program and project teams to deliver planned outcomes, whilst developing, empowering and continuously improving the team including evaluating individual performance, professional development and knowledge management.
- Contribute to continuous improvement of processes and outcomes, enabling informed, timely, two-way, cross organisational communication, sharing successes, and building alignment to the strategy and business plans.
- Compliance with all policies, procedures and systems and manage work practices to comply with relevant regulatory and legislative requirements.
- Build the cultural safety and competency of EMPHN to enable respectful and meaningful engagement with Aboriginal Community and Service Providers.

Stakeholder Engagement and Relationship Management

- Lead and support the development and ongoing participation in Collaboratives/Alliances, Community Groups.
- Communicate and consult widely with key stakeholders across the catchment to ensure health initiatives are leveraged and health gaps are addressed particularly in the areas of Aboriginal & Torres Strait Islander health and wellbeing.
- Drive effective relationships and communication ensuring EMPHN remains a trusted partner to all stakeholders.
- Foster strong partnerships between EMPHN and local communities, health professionals, health care service providers, consumers, and patient groups.
- Build effective partnerships to improve the readiness of stakeholders to engage in EMPHN lead initiatives.
- Ensure effective and strong relationships with stakeholders, partner organisations, funding bodies, government and non-government agencies and relevant organisations in a manner consistent with EMPHN values.
- Represent the organisation effectively by actively promoting and developing the identity of EMPHN to all stakeholders including local and regional health related organisations and the broader community.
- Support the development of cultural competency for mainstream agencies in the EMPHN catchment and in particular General Practice.
- Engage and collaborate with the ELT, Board, Board Committees, Board Advisory Groups (Clinical Council and Community Advisory Committee) as required.

Business Management

- Set performance standards and measures for the portfolio and provide timely and accurate information, reports and advice on performance, governance, risk management, finance.
- Provide timely and accurate reporting to key internal and external stakeholders including the Australian Government's Department of Health, complying with regulatory requirements and the Executive and CEO, to facilitate strategic decision making, risk management and long-term planning.
- Lead the implementation of the RAP and cultural framework including reporting requirements.
- Lead the implementation of quality systems within area of responsibility ensuring quality outcomes are achieved.

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- Inform the development of annual budgets that support the initiatives and commissioning activities of the portfolio, and effectively manage budgets ensuring financial viability of the areas of responsibility and track performance.
- Contribute to strategies in obtaining additional funding sources consistent with stakeholder management framework.
- Contribute to the identification, management and mitigation of risks consistency with risk management policies and procedures.


Qualifications

- Relevant tertiary qualifications in health or related discipline are preferred.
- Post Graduate qualifications in Redesign or Project Management are desirable but not essential.

Key Capabilities, Skills and Experience

- A strong understanding of Aboriginal and Torres Strait Islander culture including the importance of reconciliation, self-determination and the impact of intergenerational trauma created by dispossession.
- Demonstrable experience working in the health sector (acute, primary care, community), or similar services.
- Working knowledge of health sector policy, funding models, service pathways and acute/primary care interface.
- Significant demonstrable experience in building partnerships with key stakeholders preferably in the Aboriginal Health and Social Sector including peak bodies, community groups and ACCHO's.
- Demonstrated experience in the development of new and emerging care models that can be implemented in a culturally safe manner.
- Proven experience in managing change and providing organisational leadership in a not-for-profit organisation.
- Demonstrated experience in leading and mentoring teams to improve performance, innovation and efficiency.
- Strong interpersonal and influencing skills with a proven ability to gain the acceptance, support and cooperation of others to further strategic opportunities in health system design.
- Superior verbal and written communication skills to enable ideas and opinions to be expressed clearly and effectively.
- Ability to be agile and flexible in approach to work with a continuous improvement mindset.

Approval and Review

Approved by	Janine Wilson	Date:	1/05/2021
Signature			
Next Review Date	1 July 2022		