

## Position Description

<b>Position Title:</b>	Lead – COVID19 Partnerships and Integration		
<b>Reports to</b>	Executive Director Integrated Care		
<b>Directorate:</b>	Integrated Care		
<b>Business Unit</b>	Sector Capacity		
<b>Number of Direct Reports</b>	0	<b>Budget Responsibilities</b>	

<b>Reviewed by:</b>	Megan McCreddie	<b>Date:</b>	7/05/2020
<b>Approved by:</b>	Harry Patsamanis – Executive Director Integrated Care	<b>Date:</b>	7/05/2020

### About EMPHN

With our partners, we will facilitate health system improvement for people in eastern and north eastern Melbourne. In doing this, our five key strategic priorities will be:

1. **Addressing health gaps and inequalities**
2. **Enhancing primary care**
3. **Leveraging digital health, data and technology**
4. **Working in partnership to enable an integrated service system**
5. **A high performing organisation**

Our four organisational values will underpin all work undertaken by EMPHN and our employees.



<b>Leadership</b>	<i>We champion innovation and embrace change which improves our work. We celebrate and build upon our achievements in health care.</i>
<b>Understanding</b>	<i>We listen and respect all perspectives and seek evidence for a deep understanding of each other and our community.</i>
<b>Outcomes</b>	<i>We are accountable for ensuring value for money for our communities, stakeholders and funding bodies. We focus on high impact, equitable health care solutions that increase efficiency and reduce waste</i>
<b>Collaboration</b>	<i>We enable those who touch the system to design the system through sharing knowledge, evidence</i>

### Purpose of Position

The purpose of the position is to coordinate the integrated response that the PHN is undertaking to manage the changing demands on the health system as an outcome of COVID 19. The Lead will develop and foster strategic partnerships to facilitate an integrated approach to the current response but to also plan for how we move through the different phases of the pandemic. The Lead will work with EMPHN's partners (BHNEM and EMPHCC), Local Hospital Networks, community health and other providers to progress the implementation of emerging models of care and planned initiatives relating to COVID19.

### Key Relationships and Stakeholders

#### Internal

- CEO and Executive Management Team
- Senior Leaders at EMPHN
- Employees and Contractors
- Consultants
- Collaboratives

#### External

- Health Care Providers and General Practice
- Representatives of Local Hospital Networks
- Suppliers and Health Care Representatives
- Government and Community Stakeholders

## Accountabilities

### Facilitation & Innovation

- Lead COVID19 integration and improvement activities across EMPHN to contribute to the strategic direction of COVID19 response initiatives.
- Demonstrate a strong understanding of new and emerging models of care and how they become meaningful for the EMPHN population and service system in light of COVID 19.
- Identify priority areas within the catchment related to COVID19 responses and recovery, and utilise this to define improvement opportunities.
- Bring together partners and facilitate joint planning for and implementation of key initiatives in the EMPHN catchment that improve health care for the community.
- Identify priority populations (vulnerable groups) where COVID 19 is likely to have a significant impact and design care models and broader responses that address the issues.

### Stakeholder Engagement

- Foster strong partnerships between EMPHN and local communities, health professionals, health care service providers, consumers and patient groups.
- Drive effective relationships and communications ensuring EMPHN remains a trusted advisor to stakeholders.
- Obtain regular feedback from internal and external sources to identify areas for improvement.
- Work with internal and external stakeholders, using a co-design methodology, to develop effective solutions.
- 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.

### Project Management and reporting

- Manage all aspects of COVID19 response initiatives including project scope and quality, risk and performance, developing project work plans and ensuring agreed timelines are met for all initiatives.
- Apply sound administrative skills and maintain all records to ensure all administrative aspects of the initiatives are met;
- Prepare timely and accurate reports, project management documentation and well informed options and recommendations papers in an accurate and timely manner.
- Ensure contracted providers comply with EMPHN's clinical governance, quality and safety requirements.

## Qualifications

- Relevant tertiary qualifications in a health or allied health discipline is essential
- Post Graduate qualifications or equivalent experience in Project Management is desirable

## Knowledge, Skills & Experience

- Proven knowledge and demonstrable experience of the health sector,
- Experience working in health environments (acute, primary care, community health) or similar services, preferably with experience in care coordination
- Project Management experience and the ability to prioritise to meet tight deadlines and differing stakeholder requirements
- Demonstrable experience in building partnerships with government, stakeholders and internal managers to enable delivery of organisational priorities

## Position Description

- Strong influencing skills with a proven ability to build effective relationships across a broad range of stakeholders.
- Superior verbal and written communication skills to enable ideas and opinions to be expressed clearly and effectively, including the preparation of well-structured, accurate and concise communications.