

Position Description

Position Title:	Manager Digital Health Transformation and Integration		
Reports to	Executive Director Integrated Care		
Directorate:	Integrated Care		
Business Unit	Digital Health		
Number of Direct Reports	2	Budget Responsibilities	Insert \$ of budget responsibility
EMPHN Classification	Band 5		

Approved by:	Harry Patsamanis – Executive Director Integrated Care	Date:	2/05/2019
Next Review Date:	30/06/2021		

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 are:

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.



Leadership	<i>We champion innovation and embrace change which improves our work. We celebrate and build upon our achievements in health care.</i>
Understanding	<i>We listen and respect all perspectives and seek evidence for a deep understanding of each other and our community.</i>
Outcomes	<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>
Collaboration	<i>We enable those who touch the system to design the system through sharing knowledge, evidence and expertise. We work together across teams for shared outcomes.</i>

Purpose of Position

The Manager Digital Health Transformation and Integration leads the Digital Health team in the implementation of Digital Health initiatives within the organization to leverage digital health and data technology to enhance primary care and address health gaps with EMPHN catchment.

Key Relationships and Stakeholders

- All EMPHN employees – including CEO, Executive, Senior Leadership Team
- Other PHNs
- Department of Health and Human Services
- Australian Digital Health Agency
- General Practices, allied health and specialists
- External consultants as required

Accountabilities

Leadership

- Is responsible for the development and implementation of a strategic framework that articulates the use of digital technologies to their best effect, to deliver transformative change in how we integrate health care and improve patient experience and health outcomes
- Champion and lead integration and improvement activity – focusing on Digital Health initiatives – to ensure that initiatives and data technology are appropriately leveraged to enhance primary care and address health gaps within the EMPHN catchment.
- Manage, lead and coach the Digital Health team to build capacity and mentor team members to implement digital health initiatives aligned to EMPHN's transformation agenda.
- As a member of the Senior Leadership team, actively contribute to broader organizational issues.

Stakeholder & Relationship Management

- Establish and maintain key relationships and partnerships with internal and external stakeholders which support the implementation of a Digital Health Strategy.
- Understand the interests and improve the readiness of stakeholders to engage in Digital Health initiatives.
- Work across the Integrated Care Directorate and wider EMPHN team to build and consolidate strong relationships with external stakeholders including partners, stakeholders, and community groups/individuals.
- Obtain regular feedback from internal and external sources to identify areas for system improvement and work with internal and external stakeholders to develop potential solutions

Communication & Interpersonal

- Communicate and consult widely within the catchment and with key stakeholders to ensure digital health initiatives are leveraged and health gaps are addressed.
- Advocate, both internally and externally, for new health initiatives.

Improvement & Innovation

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- Maintain a contemporary knowledge and understanding of digital health technologies and the opportunity that this presents for innovation in health care (applied knowledge).
- Proactively identify, approach and secure new opportunities within the EMPHN catchment with partners, stakeholders, community groups/individuals; technology markets and health departments.
- Develop a deep knowledge of priority areas and utilise this to understand areas for improvement and redesign in the primary care sector in relation focusing on Digital Health initiatives.
- Actively seek innovation funding through key eHealth initiatives as they arise.

Commissioning

- Where required, participate in and / or lead all aspects of the commissioning cycle including problem definition, diagnostics, designing solutions, performance monitoring, improvement and evaluation.

Team

- Participate in regular reviews of performance and demonstrate a willingness to close learning and capability gaps.
- Participate in regular team meetings and other organizational and stakeholder meetings as required

Position Description

- Act as a subject matter expert for the team and facilitate their understanding of digital health.

Organisational

- Work towards the achievement of EMPHN Mission and Vision and the attainment of our key Strategic Priorities.
- Comply with all EMPHN's policies and procedures
- Work in a manner which upholds EMPHN Values of **Leadership, Collaboration, Outcomes** and **Understanding**.
- Maintain strict confidentiality while employed at EMPHN, and at times thereafter, as to the organisation's membership list, data, operating procedures, financial and employee information.

Health and Safety

- Adhere to all EMPHN Health and Safety policies and procedures and any relevant legislation regarding health, safety and environment.
- Take all reasonable care for your own and other's Health and Safety.
- Take a proactive approach to EMPHN health and safety initiatives.

Qualifications

- Must have relevant qualification(s) in health or IT

Knowledge, Skills & Experience

Leadership

- Strong leadership and mentoring skills with the ability to build capability of a team.
- Ability to develop and lead the implementation of a strategy in a collaborative manner
- Experience in leading change management initiatives.
- Previous experience in leading change in the health sector will be advantageous.

Stakeholder & Relationship Management

- Relationship building skills with a customer-service orientation to understand client needs and take appropriate action to develop strong and collaborative relationships with internal and external stakeholders.
- Strong influencing skills with a proven ability to build effective relationships across a broad range of stakeholders.

Communication & Interpersonal

- Superior verbal and written communication skills to enable ideas and opinions to be expressed clearly and effectively, and to enable the preparation of well-structured, accurate and concise communications.
- Strong interpersonal and influencing skills to gain the acceptance and support of ideas and cooperation of others.
- Integrity, judgement and maturity to ensure matters of a confidential or sensitive nature are handled appropriately.

Improvement & Innovation

- Ability to identify and operationalize development opportunities taking into account core issues that exist within the health sector.
- Ability to identify and prioritize issue when leading transformative change.