

Position Description

Position Title:	Manager Integration & Redesign		
Reports to	Executive Director Integrated Care		
Directorate:	Integrated Care		
Business Unit			
Number of Direct Reports	2	Budget Responsibilities	To be confirmed
EMPHN Classification	5		

Reviewed by:	Megan McCreadie	Date:	29/01/2018
Approved by:	Harry Patsamanis – Executive Director Integrated Care	Date:	29/01/2018

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.



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 purpose of the Manager Integration & Redesign is to lead change, integration and improvement activities for EMPHN with direct responsibility for the collaborative structure and process in the East.

Key Relationships and Stakeholders

- EMPHN CEO, Board, Executives & Staff
- Eastern Melbourne Primary Health Care Collaborative
- Monash Chronic Disease Strategy

Accountabilities

- Champion and lead integration and improvement activity across the EMPHN and identify how teams can contribute.
- Lead and manage the Redesign team to build capacity and mentor team members to implement system redesign aligned to EMPHN strategic direction.
- Develop a deep knowledge of priority areas and utilise this to understand areas for improvement and redesign in the primary care sector.
- Proactively identify, approach and secure new opportunities within the EMPHN catchment with partners, stakeholders, community groups/individuals.
- Participate in or lead all aspects of the commissioning cycle including problem definition, diagnostics, designing solutions, performance monitoring and improvement and evaluation.
- 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.
- As part of the leadership team, actively contribute to broader organisational issues and ensure that an improvement and integration perspective is provided on important matters
- 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.
- Lead and support the development and ongoing participation of EMPHN in the Primary Care Collaboratives across the catchment
- Champion the central role of General Practice and Primary Care in achieving overall health system improvement.
- Develop and monitor a primary care provider engagement strategy to:
 - Provide practice support to improve uptake of best practice
 - Integrate providers and models of care
- Monitor and provide feedback on performance.

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.

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

- Relevant tertiary qualifications.

Knowledge, Skills & Experience

- A sophisticated understanding of the health system, as it relates to chronic disease management including funding models, service pathways and acute/primary care interface
- 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.
- 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.
- Integrity, judgement and maturity to ensure matters of a confidential or sensitive nature are handled appropriately.