

Position Description

Position Title:	Manager - Strategic Commissioning, Planning and Reporting		
Reports to	Executive Director, Strategic Operations		
Directorate:	Strategic Operations		
Business Unit	Commercial and Planning		
Number of Direct Reports	3	Budget Responsibilities	TBA
EMPHN Classification	Band 5		

Approved by:	Robin Whyte, CEO	Date:	8/05/2018
Next Review Date:	30/06/2019		

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

Eastern Melbourne PHN (EMPHN) is responsible for multiple activities, projects and programs with the majority of funding derived from the Department of Health to facilitate health system improvement for people in eastern and north eastern Melbourne.

The role of the Manager Strategic Commissioning, Planning and Reporting is to support EMPHN by acting as the operational conduit between EMPHN and the Department of Health to ensure the governance, accuracy and timeliness of reporting for funding and commissioned activities is maintained. The Manager is responsible for the planning cycle of major activities across EMPHN including Commissioning, Activity Work Plans, Budgets and the managing of the scheduling of organisational wide roll out of new applications, systems, frameworks, processes, policies and other activities impacting the organisation.

The Manager has responsibility for Information Solutions which delivers on the IT strategy and provides the IT infrastructure, software, applications and systems to support staff work productively and leverage modern technology to enhance EMPHN's ability to be a lean organisation.

Position Description

The Manager also has the responsibility to oversee a continuous improvement process to review and improve EMPHN processes, policies, systems and applications.

Key Relationships and Stakeholders

- EMPHN CEO and Executive
- EMPHN Secretariat
- EMPHN Committees including:
 - Clinical Council;
 - Community Advisory Committee; and
 - Strategic Commissioning Committee.
- EMPHN Managers
- Department of Health
- Other EMPHN Funders

Accountabilities

Leadership

- Lead, manage, coach and build a high performing team to achieve the EMPHN and Strategic Operations' business plan, goals and objectives
- Lead the planning cycles to ensure work is completed on time and quality information is provided to stakeholders.
- Lead the reporting cycles to ensure that accurate and timely information is provided to our funders as required.

Stakeholder & Relationship Management

- Work across EMPHN and maintain strong relationships with CEO, Executives and staff to support the delivery of EMPHN's and Strategic Operations' business plan, goals and objectives
- Manage the operational relationship with the Department of Health and other relevant funders to ensure a positive and productive relationship is maintained
- Oversee the Commissioning process ensuring that the process effectively meets stakeholder needs, is embedded into the organisation and regularly reviewed as part of a continuous improvement methodology.

Improvement and Innovation

- In consultation with the business, identify, prioritise and, where appropriate, implement areas of continuous improvement for EMPHN's processes, policies system and applications, in particular the Commissioning process.
- Influence the Executive to identify and prioritise areas of continuous improvement for EMPHN's processes, policies, systems and applications
- Scan the external environment for opportunities to improve and innovate processes, policies, systems and applications to deliver productivity savings to EMPHN
- In consultation with the business, further develop and implement the EMPHN Strategic Measurement system as a means of measuring organizational performance.
- Ensure information systems support effective commissioning, reporting and planning activities of the organisation.

Team

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

Position Description

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.
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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 in business, health or a related discipline
- Project Management

Knowledge, Skills & Experience

- Managing complex commissioning activities to a government department
- Demonstrated experience in managing Department of Health projects and activities
- Advanced knowledge of Project Management methodologies
- Previous change management experience especially in implementing complex projects.
- Continuous improvement experience in re-engineering process and integrating applications and systems
- 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.
- Strong verbal and written communication skills to influence stakeholders and enable ideas and opinions to be clear and 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.
- Experience in building a leading a team to meet organizational and strategic outcomes.