

## Position Description

<b>Position Title:</b>	Mental Health & Alcohol & Other Drug (AOD) Manager		
<b>Reports to</b>	Manager System Redesign & Service Transition, Mental Health & AOD		
<b>Directorate:</b>	Mental Health & AOD		
<b>Business Unit</b>	Mental Health & AOD		
<b>Number of Direct Reports</b>	Varies between 1 – 6	<b>Budget Responsibilities</b>	As per portfolio allocation
<b>EMPHN Classification</b>	Band 4		

<b>Approved by:</b>	Emma Newton	<b>Date:</b>	7/05/2018
<b>Next Review Date:</b>	June 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.



<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 and expertise. We work together across teams for shared outcomes.</i>

### Purpose of Position

The role of the Mental Health & AOD Manager is to provide leadership and strategic stakeholder engagement for a range of mental health, AOD and suicide prevention initiatives. The role will drive commissioning of integrated services and other initiatives that are responsive to local needs, overseeing all aspects of the process including project initiation, co-design, procurement and contract management.

Mental Health & AOD Managers will work across a variety of portfolios in the Mental health and AOD Directorate including:

- Mental Health Stepped Care Model
- Alcohol and Drugs
- Youth Mental Health and AOD
- Older Persons
- Partners in Recovery
- Aboriginal & Torres Strait Islander (MH & AOD)
- Suicide Prevention
- Lead site and innovative pilots
- Referral & Access

## Key Relationships and Stakeholders

- Consumers, families/carers and the community within the EMPHN catchment
- General Practitioners within the EMPHN catchment
- Organisations commissioned by EMPHN to deliver mental health, AOD and suicide prevention services, and their employees
- Tertiary Health Services
- Other stakeholders and organisations located within the EMPHN catchment and surrounding suburbs
- EMPHN staff across the organisation

## Accountabilities

### Stakeholder & Relationship Management

- Support the implementation of the Strategic Commissioning Plan and Annual Work Plan to deliver on the agreed outcomes for consumers with Mental Health, AOD and suicide prevention needs.
- Identify, engage and partner with internal and external stakeholders, including consumers as required, working across a range of portfolios, including coordination of meetings and workshops/forums where necessary.
- Work with EMPHN staff and stakeholders to promote and advocate for mental health, AOD and suicide prevention consumers across the catchment.
- Work with other partners to maximise EMPHN's delivery of its strategic commissioning plan and annual work plan.

### Improvement & Innovation

- Follow EMPHN's commissioning framework and documentation to facilitate and deliver complex system redesign and service transition within the areas of mental health, AOD and suicide prevention, with a focus on community based service delivery interventions.
- Ensure co-design principles and stakeholder consultation are built into all initiatives within portfolios.
- Manage all aspects of the initiatives within allocated portfolios, including scope, and quality, risk and performance, developing 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.
- Track, document and communicate performance, deliverables and outcomes of initiatives within allocated portfolios.
- Prepare high quality reports, project management documentation and well informed options and recommendations papers in an accurate and timely manner.
- Actively support the organisation to engage and integrate Mental Health, AOD and Suicide Prevention programs into the broader health system.
- Ensure conformity and consistency across the Mental Health & AOD directorate, in relation to directorate-wide guidelines, policies and procedures.
- Actively support quality and safety processes within the organisation, and drive associated quality improvement.
- Establish and maintain continuous improvement processes within the Directorate.

### Procurement & Contract Management

- Ensure procurement and contract management of services/initiatives associated within allocated portfolios are undertaken in accordance with EMPHN policies and procedures.

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- Monitor and evaluate performance in accordance with contractual arrangements.
- Ensure contracted providers comply with EMPHN's clinical governance, quality and safety requirements.

### Leadership and management

- Contribute to broader organisational issues and ensure that a Mental Health and AOD perspective is provided on important matters.
- As a MH & AOD Manager, exhibit desired values and behaviours.
- Provide support, supervision and leadership to staff working on initiatives within allocated portfolios.
- Ensure delivery of the Annual Work Plan within budget.
- Ensure financial responsibility and accountability for allocated portfolios.
- Ensure delivery of key performance indicators for allocated portfolios.

### Team

- Work collaboratively across the Mental Health and AOD Directorate as required and complete other duties as requested.
- Be a flexible and resilient team member, working to support collaboration and integration within the workplace.
- 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.

### 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 qualifications in health care, management or related field.
- Relevant tertiary qualifications in a mental health or community services related discipline.

## Knowledge, Skills & Experience

### *Leadership and management*

- Demonstrated experience in a leadership role within health/community services.
- Experience in leadership and financial management, demonstrated capacity to plan, implement and evaluate health programs and meet agreed performance indicators.

### *Communication and Interpersonal Skills*

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- Demonstrated experience in change management including the ability to implement organisational wide changes.
- Well-developed interpersonal skills and an ability to form effective professional relationships and networks with a broad range of geographically dispersed stakeholders at all levels.
- Influencing and relationship management skills, including the ability to negotiate successful shared outcomes and to effect change in projects with collaborative arrangements.
- High level written and verbal communication skills and the ability to prepare complex reports and submissions.
- Strong problem solving skills with the ability to analyse and evaluate issues to provide sound advise regarding future directions.
- Self-motivated with the ability to work independently and as part of a team to deliver portfolio and cross portfolio outcomes aligned to organisational strategic goals.

## *Commissioning and Project Management*

- A strong understanding and experience using co-design principles and/or commissioning framework.
- Demonstrated experience in data analysis and the ability to identify the key factors needed to enhance service delivery.
- Proven experience in quality improvement projects, ideally within the health sector.
- Demonstrated experience in all aspects of project management including project conception and initiation, definition and planning, execution, performance and control, risk management and completion – ideally within the health care sector.
- Proficient in use of Microsoft Word, Outlook, Excel, Visio (desirable) and Project (desirable).

## *Health Sector Knowledge*

- Demonstrated experience and understanding of the Victorian health system, mental health, AOD and/or suicide prevention system and/or current health policy challenges and reform directions.
- An understanding of Commonwealth and State Mental Health, AOD and Suicide Prevention policies and funding arrangements.
- Demonstrated understanding of medical and psychosocial models of health and individual recovery principles.