

Position Description

Position Title	Strategy and Commissioning Manager, Mental Health
Reports To	Executive Director, Strategy and Systems Design
Business Unit	Strategy and Systems Design
EMPHN Classification	Band 5, Full Time

EMPHN Values

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 organisational values underpin the work we do.



Purpose of Position

The Strategy and Commissioning Manager, Mental Health leads the development of organisational strategy and innovation projects relating to the mental health (MH) sphere. This role is pivotal to ensure the organisation understands the mental health landscape, establishes a clear understanding of health needs, harnesses the views of consumers, clinicians and providers from across the catchment and integrates this into an evidence-based strategy that optimises the EMPHN delivery of commissioned and other programs.

This senior position leads a range of activities that deliver health system improvement for people in the eastern and northeastern areas of Melbourne including understand the mental health portfolio programs as a whole to understand their services coverage, funding and anticipated outcomes and leading program identification and prioritisation activities to ensure that available program funding is allocated in accordance with the wishes of the community.

The Manager will be responsible for driving the development of strategically important innovative services, such as the General Practice demonstration project, that will enable EMPHN to be leaders in the PHN space. The Manager will oversee relevant health needs assessments to ascertain the key needs and gaps in the EMPHN catchment and will also scan the horizon across the primary care landscape (Australian and internationally), to best understand emerging evidence, guidelines, practices and services. Leading work across the organisation to build an understanding of MH issues and driving design and evaluation activities and positively contributing to organisational culture through leading by example will be further focus areas of the Manager.

Key Relationships and Stakeholders

Internal

- Executive team and Board of Directors
- Design and delivery teams
- Analytics team
- Project management office

External

- Consumers, carers and health professionals
- EMPHN committees and networks
- Representatives of key service providers in EMPHN catchment
- Government, peak bodies and community stakeholders

Key Accountabilities

Strategic Subject Matter Expertise

- Deep knowledge of the MH environment, including health system, key providers, offerings and service gaps.
- Understanding of the MH implementation evidence base, including (but not limited to) clinical and implementation research.
- Ability to read and interpret health data, including triangulating different data sources to generate both understanding and insight.
- Accountable for the development of relevant health needs assessments and the mental health strategy to inform all EMPHN activities as it relates to this sector.
- Identifies innovative, pragmatic and forward-thinking solutions to complex health problems.

Design, Evaluation and Innovation

- Actively collaborate with the Design and Evaluation team to ensure that there is a clear and future facing series of design activities relating to the MH portfolio.
- Retain accountability for the delivery of cohesive program and other designs and evaluations that link back to the needs of the mental health portfolio and the EMPHN community.
- Drive the development of innovative services in the mental health space to ensure the PHN is future focused and remains relevant in a shifting landscape.

Governance and Stakeholder Engagement

- Chair relevant internal strategic and operational committees, such as portfolio steering committees.
- Develop and present EMPHN Board reports and papers as they relate to MH.
- Sit on and potentially Chair established PHN cooperative committees and senior leadership groups (e.g. Victorian and Tasmanian PHN Alliance).
- Sit on other catchment, State or Federal groups and committees as required.
- Lead work to develop a network of stakeholders, consumers and clinicians as it relates to the portfolio.
- Operate as a relationship manager for key stakeholder accounts (as identified), including the development of key account plans.

Cross Team Collaboration and Planning

- Actively work across the organisation to lead the Mental Health portfolio, including being accountable for the overall portfolio business plan, needs assessment and planning for all programs in design or review.
- Lead with Design and Evaluation, and Procurement teams to ensure that programs going into field are robust, have clear objectives and can be contracted in a way that builds partnerships and ensures value for money.
- Specifically engage with delivery teams (programs and primary care) to ensure that programs in field are well supported, monitored and learnings enacted.
- Specifically engage with the Communication and Engagement team to ensure that mental health needs, activities and outcomes are communicated to stakeholders and the broader catchment in sophisticated and nuanced ways that build the EMPHN brand.

Financial and Commercial Management

- Accountable for having a clear view of all funding mechanisms for MH including contractual requirements and constraints.
- Accountable for developing an understanding and have an ongoing view of MH budgets, including allocated and unallocated funds for all internal activities (e.g. Design) along with programs in flight.
- Monitor MH finances to understand overall position at any point during the year.
- Lead funds allocation processes to identify where MH funds should be expended to meet the needs of the EMPHN community.
- Actively work with the Commercial Manager to identify and drive value for money opportunities.

New Business Development

- Stay abreast of changes in the environment and how these might translate into MH opportunities.
- Opportunistically identify new business opportunities that are suitable to EMPHN capabilities and capacity.
- Identify partnership opportunities with others in the sector.

Leadership and Management

- Manage relevant timelines across the function, including team performance, KPIs and budgets.
- Effectively oversee cross-functional teams focused on strengths-based management.
- Role model EMPHN's values and behaviours, including a practical and positive approach to health, safety, diversity, inclusion, wellbeing, and environment.
- Work collaboratively across the business, recognising that good programs are only such with great teams.
- Seek to improve (yourself, your portfolio, your processes), recognising that healthcare requires an improvement culture.

Qualifications

- 10+ years working in health and/or primary care sector
- Relevant postgraduate qualifications in health or related discipline.
- Past experience in mental health strategy, design and/or clinical leadership.
- Past experience working in healthcare design, implementation science, knowledge translation or project management are desirable, but not essential.

Key Capabilities, Skills and Experience

- A sound understanding of the health and primary care sector.
- Demonstrated experience in delivering strategy, as it relates to healthcare utilization and/or outcomes.
- Experience working in a health environment (aged care, acute, primary care) or similar services.
- Strong experience in building partnerships with key stakeholders and internal managers to enable delivery of organisational priorities to be achieved.
- Strong interpersonal skills with a proven ability to support and cooperate with others to further strategic opportunities in health system redesign.
- Understanding of various healthcare program methods and processes (e.g. design, research, evaluation).
- Demonstrated experience in critically reviewing evidence to support the development of models of care.
- Proven experience as a contributor to organisational business planning cycles and goals.
- Strong attention to detail.
- Commitment to ongoing quality improvement.
- Experience working within project management frameworks.
- Superior verbal and written communication skills to enable ideas and opinions to be expressed clearly and effectively.
- Ability to be agile and flexible in approach to work with a continuous improvement mindset.

Approval and Review

Approved by	Jane London, ED Strategy and Service Design	Date:	25 March 2024
Signature			
Next Review Date	March 2025		