

Position Description

Position Title:	Lead – Evaluation and Performance		
Reports to	Manager, Strategic Commissioning, Planning and Reporting		
Directorate:	Strategic Operations		
Business Unit	Strategic Commissioning, Planning and Reporting		
Number of Direct Reports	0	Budget Responsibilities	0
EMPHN Classification	Band 4		

Approved by:	James Scott, Executive Director, Strategic Operations	Date:	7/02/2020
Next Review Date:	30 June 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

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 Lead – Evaluation and Performance is to support the Manager, Strategic Commissioning, Planning and Reporting to implement and embed EMPHN's Monitoring and Evaluation Framework, which supports staff and providers to undertake evaluations of commissioned activities. This position also works collaboratively across EMPHN to plan, develop, and undertake evaluations of EMPHN's commissioned activities. Evaluations will be designed to monitor progress, measure outcomes, assess impacts of projects, and identify successes and areas for improvement. By reviewing the data collected and sharing this with key internal and external stakeholders, we will better understand our progress in improving health outcomes. This will help build transparent relationships and allow EMPHN and key stakeholders to more effectively meet the needs of our community.

Position Description

Key responsibilities include:

1. Support the Manager, Strategic Commissioning, Planning and Reporting to effectively implement the Monitoring and Evaluation Framework across EMPHN.
2. Support the Manager, Strategic Commissioning, Planning and Reporting to embed evaluation and monitoring across EMPHN's commissioning cycle.
3. Work collaboratively across the organisation to support staff to understand the Evaluation framework, process and tools.
4. Work collaboratively across the organisation (and where required, with external stakeholders) to plan, develop and undertake evaluations of commissioned activities.
5. Encourage continuous improvement in processes, policies, systems and applications to increase EMPHN's operational effectiveness and contribute to achieving our strategic objective of being *A high performing organisation*.

Key Relationships and Stakeholders

- The Executive and Management teams
- Directorate teams
- Commissioned entities

Accountabilities

Stakeholder and Relationship Management

- Proactively seek and build continuous, meaningful engagement with all relevant stakeholders.
- Work collaboratively and in a positive way across EMPHN to assist EMPHN staff to embed evaluation and monitoring into their projects.

Improvement and Innovation

- Promote continuous improvements in quality and outcomes, particularly in the commissioning process.
- Scan the external environment for opportunities to improve and innovate processes, policies, systems and applications to deliver productivity savings to EMPHN.
- Together with the Manager, Strategic Commissioning, Planning and Reporting, implement commissioning redesign projects and seek to continuously improve the commissioning framework and cycle.

Team

- Be a flexible and resilient team member, working to support collaboration and integration within the workplace.
- Undertake other duties, as reasonably required, to support the achievement of key organisational, directorate and team goals.
- 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 EMPHN's policies and procedures
- Work in a manner that 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.

Position Description

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 individual and others' Health and Safety.
- Take a proactive approach to EMPHN health and safety initiatives.

Qualifications

- Tertiary qualifications in a relevant field or health related discipline and/or equivalent experience.

Knowledge, Skills & Experience

- Experience in the design and conduct of program evaluations, preferably in the Primary Health Sector
- Demonstrated understanding of and experience in evaluation and research methods
- Strong verbal and written communication skills to: influence stakeholders; enable ideas and opinions to be clearly communicated; enable the preparation of well-structured, accurate and concise communications
- Demonstrated ability to interpret information rapidly and accurately and to present information to a range of audiences using a range of mediums
- Strong data analysis skills
- Intermediate to advanced Microsoft office skills
- 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, sound judgement and maturity to ensure matters of a confidential or sensitive nature are handled appropriately