

## Position Description

<b>Position Title:</b>	<b>Program Officer – Doctors in Secondary Schools</b>		
<b>Reports to</b>	Lead – Integration & Redesign		
<b>Directorate:</b>	Integrated Care		
<b>Business Unit</b>	Integration and Redesign		
<b>Number of Direct Reports</b>	0	<b>Budget Responsibilities</b>	0
<b>EMPHN Classification</b>	Band 2 - 3		

<b>Reviewed by:</b>	Lisa Wright	<b>Date:</b>	2/10/2019
<b>Approved by:</b>	Harry Patsamanis	<b>Date:</b>	<a href="#">Click here to enter a date.</a>

### 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.



<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 Program Officer – Doctors in Secondary Schools is to work with the Facilitator – Redesign, to support delivery of the Doctors in Secondary Schools program. The Doctors in Secondary Schools program is a partnership program - between the Victorian Department of Education (DET), targeted secondary schools with vulnerable students and general practices - to provide access to general practice support to young people in a school setting.

### Key Relationships and Stakeholders

- Consumers, families/carers and the community within the EMPHN catchment
- General Practitioners, Practice Managers and Practice Nurses within the EMPHN catchment participating in the Doctors in Secondary Schools program
- Department of Education, Victoria

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- North West Melbourne PHN and other PHNs in Victoria
- Other stakeholders and organisations located within the EMPHN catchment and surrounding suburbs
- EMPHN staff

## Accountabilities

### Stakeholder & Relationship Management

- Support medical practices and schools who are participating in the Doctors in Secondary Schools program.
- Provide administrative support for the program including meeting coordination, room bookings, development and distribution of agendas and minutes and other document management as required.
- Development and / or copying of resources and communications collateral as required.
- Participation in PHN meetings and workshops relevant to the Doctors in Secondary Schools program as required.

### Improvement & Innovation

- Follow EMPHN's commissioning framework and documentation to facilitate and deliver system integration and redesign in primary care.
- Use co-design principles and stakeholder consultation when working on initiatives within portfolios.
- Ensure the medical practices and schools are operating within the operational guidelines for the Doctors in Secondary Schools program and make recommendations where improvements to these guidelines are required.
- In partnership with MH & AOD Managers, prepare high quality reports and project briefs.
- Support monitoring of quality and safety of the Doctors in Secondary Schools program and proactively identify risks to the provision of health services.
- Undertake or participate in other PHN duties as required and work with the team to ensure the PHN meets all required KPIs on time and within budget.
- Assist with the compilation of Doctors in Secondary Schools performance data to support ongoing improvement of the program.

### Procurement & Contract Management

- Track, document and communicate performance, deliverables and outcomes of the program as directed by the Lead - Integration and Redesign and Facilitator – Redesign,.
- Monitor invoice payments to contractors as outlined in relevant contracts and follow up with the relevant contractors as required.
- Assist in preparation of regular reporting requirement to DET to ensure EMPHN meets its contractual obligations with DET.
- Monitor DET contract timelines to ensure that any report required is provided in a timely manner.
- Ensure relevant databases are maintained and the Doctors in Secondary Schools information is available within EMPHN as required.
- Support the management of contracts, including preparation, monitoring and following up with contracted providers as required.

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## Team

- Work collaboratively across the Integrated Care and Mental Health Directorates as required.
- Be a flexible and resilient team member, working to support collaboration and integration within the workplace and complete other duties as requested.
- 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 business, commerce or administration.

## Knowledge, Skills & Experience

- Previous experience in primary health care and / or education sector desirable.
- Project management and/or contract management experience desirable.
- Proficiency in MS Office suite – Word, Excel, Outlook, PowerPoint.
- Demonstrated ability to work proactively and set priorities.
- Well-developed communication and interpersonal skills.
- High level of accuracy and attention to detail.
- Strong written and verbal communication skills and the ability to prepare quality reports and submissions.
- Self-motivated with the ability to work independently and as part of a team to achieve organisational and program specific goals.