

Position Description

Position Title:	Project Manager – Mental Health & Alcohol and Other Drugs (AOD) System Redesign		
Reports to	Manager, Mental Health & AOD System Redesign & Service Transition		
Directorate:	Mental Health & AOD		
Business Unit	Mental Health & AOD		
Number of Direct Reports	0	Budget Responsibilities	0
EMPHN Classification	Band 4		

Reviewed by:	Megan McCreddie	Date:	15/01/2018
Approved by:	Emma Newton	Date:	2/02/2018

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

This position is responsible for the project management of three key initiatives within the Mental Health & AOD Directorate at EMPHN:

1. Mental Health Stepped Care Model implementation
2. AOD Co-design and implementation
3. Aged Mental Health pilot project

Key Relationships and Stakeholders

- EMPHN Executive Team
- EMPHN Mental Health and AOD team
- EMPHN Employees

Accountabilities

Position Description

Stakeholder Engagement & Relationship Management

- Identify, engage and partner with internal and external stakeholders, including consumers as required, regarding the initiatives, including coordination of working group meetings and co-design forums where necessary;
- Develop and oversee working groups or the successful completion of the initiatives as required.

Improvement & Innovation

- Apply redesign methodology to facilitate and deliver complex system redesign and service transition within the areas of mental health and AOD, particularly in the three identified initiatives
- Ensure codesign principles and stakeholder consultation is built into all improvement activities related to the initiatives.
- Establish and maintain continuous improvement processes within initiative requirements

Procurement & Contracting

- Ensure procurement and contracting of services associated within the projects are undertaken in accordance with EMPHN policies and procedures.

Financial Management

- Ensure initiatives are delivered on time and within budget specifications.

Project Management

- Manage all aspects of the initiatives specified including project scope and quality, risk and performance, developing project 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 to the Manager, System Redesign and Service Transition, Mental Health & AOD and at EMPHN platforms as required.
- Prepare high quality reports, project management documentation and well informed options and recommendations papers in an accurate and timely manner.
- In line with EMPHN commissioning principles and best practice project management methodologies, scope and analyse system problems relating to consumers on a trajectory towards complexity, with a focus on community based service delivery interventions.
- Contribute to the development of project management tools for this project, as they apply in a commissioning environment, and champion these methodologies within EMPHN.
- Participation in other EMPHN projects as directed.

Team

- 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 organizational 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.

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 your own and other's Health and Safety.
- Take a proactive approach to EMPHN health and safety initiatives.

Qualifications

- Relevant tertiary qualifications and/or industry certifications in a health, process redesign, project management or change management or related field relevant to the position

Knowledge, Skills & Experience

Communication and Interpersonal Skills

- Demonstrated experience in change management including the ability to implement organizational 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 organizational strategic goals.

Improvement & Innovation

- An understanding of codesign principles and/or commissioning when undertaking system redesign projects
- Proven experience in quality improvement projects, ideally within the health sector.

Project Management

- 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 understanding of the Victorian health system, mental health system and/or current health policy challenges and reform directions
- An understanding of Commonwealth and State Mental Health and AOD policies and funding arrangements.