

Position Description

Position Title:	Project Officer – Commissioning and Reporting		
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:	26/03/2019
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 Project Officer, Commissioning and Reporting is to support the Manager, Strategic Commissioning, Planning and Reporting to ensure the governance, accuracy and timeliness of reporting for funding and commissioned activities is maintained. The Project Officer is responsible for working with other Directorates within EMPHN to project manage major deliverables requested by the Department of Health, for example, the development of Activity Work Plans, 6 monthly reports, and to develop and report on performance indicators.

The Project Officer, Commissioning and Reporting will work with the Manager, Strategic Commissioning, Planning and Reporting to streamline and project manage cross functional processes within the organization to ensure efficient and effective service delivery. The Project Officer will also assist in implementing a continuous improvement process to review and improve EMPHN processes, policies, systems and applications.

Key Relationships and Stakeholders

- All EMPHN employees, including Executive and Managers.
- Department of Health
- Other PHNs
- Other EMPHN Funders

Accountabilities

Project Management

- Develop and manage project plans and project timelines for cross organisational activities and deliverables.
- Keep accurate records in SharePoint, CRM and other organisational tools and utilise stakeholder data to inform project deliverables and planning.
- Undertake appropriate research and analysis of issues to identify suitable solutions.
- Collate, analyse and report relevant data and program outcomes to contribute to measuring against national and local performance indicators.

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 Managers in project managing the delivery of key deliverables to the Department.
- Maintain effective relationships with the Department of Health to allow for timely communication of new processes and, funding agreements, reports etc. to EMPHN

Improvement and Innovation

- Working with the Manager Strategic Commissioning Planning and Reporting identify and implement improvements in processes around planning, reporting and commissioning.
- 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.

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 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

Position Description

- 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 in business, health or related discipline
- Project Management Methodologies

Knowledge, Skills & Experience

- Strong Project Management skills and experience working with multiple stakeholders.
- Advanced knowledge of Microsoft Project and Visio
- Previous change management experience in implementing complex projects across an organization
- Continuous improvement experience in re-engineering process and integrating applications and systems within an organization
- 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, judgement and maturity to ensure matters of a confidential or sensitive nature are handled appropriately.
- Strong verbal and written communication skills to influence stakeholders and enable ideas and opinions to be clear and enable the preparation of well-structured, accurate and concise communications.