


Eastern Melbourne PHN Position Description

Position	Manager, System Redesign Service Transition - Mental Health & AOD	 <p>phn EASTERN MELBOURNE</p> <p>An Australian Government Initiative</p>
Business Area		
Reports to	Executive Director System Redesign Mental Health & AOD	
Location	Box Hill	
Direct Reports	5	
Version and Date	V1 May 2017	

The EMPHN Board have endorsed the following principles which will guide the development and implementation of its business model:

EMPHN will:

- Build and use evidence to underpin innovation in models of care and reform in the health system which promote optimum health outcomes for the population
- Ensure equitable access by the communities within the catchment
- Strengthen primary care and facilitate coordination and integration between professional groups, care providers, education providers (specifically the tertiary sector and Universities) and researchers across the system
- Engage communities and patients in the design and evaluation of services
- Develop effective partnerships to reduce duplication and maximise expertise.

Our Values:

Leadership We champion innovation and embrace change which improves our work. We celebrate and build upon our achievements in improving health care.

Understanding We listen and respect all perspectives and seek evidence for a deep understanding of each other and our community.

Collaboration We enable those who touch the system to design the system through sharing knowledge, evidence, experience and expertise. We work together across teams for shared outcomes.

Outcomes 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.

Primary Purpose of the Position

- The objective of the System Redesign Service Transition Mental Health & AOD Manager role is to provide leadership and strategically engage with critical stakeholders to facilitate the development and implementation of the Stepped Model of Care. This role will drive the commissioning of integrated mental health services that are responsive to community needs and transition to Stepped Model of Care.

Core Competencies/Key Selection Criteria

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Qualifications/Technical Expertise

- Relevant qualifications in health care, management or related field.
- Relevant tertiary qualifications in a mental health or community services related discipline.
- Demonstrated experience in leading and implementing change.
- Demonstrated experience in management of health/community services.
- Experience in operational and financial management, demonstrated capacity to plan, implement and evaluate health programs and meet agreed performance indicators.
- Demonstrated experience in data analysis and the ability to identify the key factors needed to enhance service delivery.
- Demonstrated experience and knowledge of the different sectors of health, community and local services.
- Demonstrated understanding of the Mental Health system and the broader needs of ATAPS and PIR services and their target group.
- Demonstrated understanding of medical and psychosocial models of health and individual recovery principles.
- Project management.

Personal Qualities

- A demonstrated commitment to the promotion of high quality clinically appropriate services.
- Well developed communication, facilitation, analytical, problem solving and influencing skills with proven ability to build effective relationships to achieve agreed outcomes across a broad range of stakeholders.
- A drive for excellence and professionalism – both of self and the organisation.
- Ability to work independently and as part of a team.
- Ability to build and maintain relationships with external partners and key stakeholders at a senior/management level.
- Leadership skills and a persona which models the organisation's ideals.

Key Accountabilities

Engagement strategy

- Support the implementation of the strategic engagement plan that will deliver on the agreed goals for clients with Mental Health, AOD and co-occurring concerns.
- Working with staff and stakeholders to promote and advocate for mental health and AOD clients across the catchment.
- Work with other partners to maximise EMPHN's delivery of its strategic plan.

Innovation

- Actively support the organisation to engage and integrate Mental Health and AOD programs into the broader health system.

Leadership and management

- As part of the leadership team, actively contribute to broader organisational issues and ensure that a Mental Health and AOD perspective is provided on important matters.
- As manager exhibit desired values and behaviours.
- Ensure delivery of the Annual Work Plan within budget.

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Expectations of All Staff

All staff within the EMPHN are expected to:

- comply with EMPHN policies and procedures
- in particular comply with EMPHN policies and procedures in relation to privacy, patient records and patient and organisational confidentiality both while employed by the PHN, and at all times thereafter
- comply with all Work Health and Safety legislation and regulations
- comply with all other Commonwealth and State legislation relevant to the organisation
- work in a collaborative fashion with GPs, practice staff and stakeholders and internal stakeholders
- uphold and enhance the reputation of the EMPHN
- maintain the highest level of integrity in the conduct of EMPHN business