

Position Title: Project Officer, School Health

Full Time Equivalent: 1 FTE (38 hours per week) (12 month contract)

Directorate: Health System Integration

Reporting Structure: Director, Primary Care Practice

Industrial Agreement: NWMPHN office location

No. of current direct reports: Nil

Our Organisation Our Region

ABOUT PHNs

North Western Melbourne Primary Health Network is one of 31 Primary Health Networks (PHNs) across Australia, established by the Commonwealth Government in 1 July 2015. The North Western Melbourne PHN is operated by Melbourne Primary Care Network (MPCN), an independent, locally governed and run, not-for-profit organisation dedicated to improving primary health care in our local communities.

The North Western Melbourne PHN catchment covers approximately 3,200 km² across the north western region of Melbourne and includes, but is not limited to, Bacchus Marsh, Craigieburn, Gisborne, Little River, Maribyrnong, Melbourne, Melton, Preston, Sunbury and Werribee. By population reach, we are Victoria's largest PHN. The catchment crosses 13 Local Government Areas (LGAs). It is a region of significant cultural and socio-economic diversity, and includes some of the fastest growing and most socio-economically deprived areas in Australia. This includes large numbers of people from non-English speaking backgrounds, as well as humanitarian arrivals, with approximately one third of the region's population being born overseas. Homelessness, housing affordability and rental stress are major issues for the region.

The region also has a complex service system, including: 12 large/specialist hospitals; 12 community health services across multiple sites; more than 1700 GPs across 520 practices; over 130 aged care facilities; over 120 mental health and alcohol and drug service providers, and many of Victoria's correctional facilities.

North Western Melbourne PHN is widely recognised as a high performing health care organisation. We are the one of three national lead sites for the Commonwealth's mental health reform program. We are also the lead agency for a number of health system development programs funded through the Victorian state government, and run in conjunction with the other five Victorian PHNs (Western Vic, Murray, Gippsland, Eastern Melbourne, South East Melbourne).

North Western Melbourne PHN – a commissioning organisation

Commissioning is the planning and purchasing of health services to meet the needs of populations. As a commissioning organisation, North Western Melbourne PHN allocates funds to address community health needs, and works in partnership with a large range of service delivery and community organisations to deliver flexible and tailored solutions to address the health needs of our communities. Commissioning also provides the mechanism for performance evaluation and accountability back to communities and to governments through setting and monitoring the performance of funded health care providers.

Our business and operating model is designed to formalise and strengthen the already well-established and functioning partnerships and alliances across the region. A core remit of the organisation is to improve health outcomes for communities by fostering innovation, leveraging and coordinating existing community and organisational assets, and driving value for money.

We do this by:

- responding to local and national priorities in order to reduce the burden of disease and improve population health outcomes;
- improving quality of care and individual outcomes;
- improving integration and coordination of care across the continuum, and
- creating a sustainable organisation which is well positioned to influence the reform of the health care system and take advantage of new opportunities.



About this role

The overall goal of the role is to support the local coordination and oversight of the introduction of the Doctors in Secondary Schools across 21 secondary schools the NWMPHN catchment.

The Victorian Government is making sure young people are getting the health support, advice and treatment they need so they can reach their full potential. The \$43.8 million Doctors in Secondary Schools initiative is delivering on the election commitment to provide school-based health services for 100 Victorian secondary schools most in need. The initiative will build modern clinical facilities onsite at schools and fund up to one day per week of a general practitioner (GP) to provide both primary care for students and contribute to the school's existing student wellbeing programs to help increase health literacy and preventive health. The objectives of the program are to:

- make primary health care more accessible to students and thereby help reduce unmet needs
- provide assistance to young people to identify and address any health problems early
- reduce the pressure on working parents and community-based GPs.

The role will be supported by peers located across the five other PHNs.

Key responsibilities and duties

The Project Officer will be responsible for supporting the planning, implementation and evaluation of the Doctors in Secondary Schools initiative across the NWMPHN catchment. This includes mobilising the capacity of the PHN to:

- support the General Practitioners (GPs) in schools to be integrated with community-based primary care services to enable best-practice patient-centred care.

- work with DET to ensure GPs receive the best quality evidence-based training before starting their work in the school, as well as ongoing professional development and debriefing on various important topics GPs will encounter working within schools.

The Project Officer will be required to undertake the following:

Local implementation leadership

- Coordinate the recruitment, establishment of services, and maintenance of medical services within selected secondary schools. This will include working closely with key stakeholders and partners, particularly in-scope secondary schools.

Effective project management and reporting

- Manage the PHN catchment based implementation project using rigorous project management systems.
- Prepare, identify and manage potential risks; and develop achievable and realistic schedules. Escalate any project related issues as required.
- Consider all relevant initiatives across the catchment and align wherever possible with initiatives emerging across the sector.
- Collection of data and information requests, including to contributing to evaluation efforts.
- Contribute to key deliverables including plans and reports required to meet the requirements of the Department of Education and Training.

Communications and engagement

- Develop and implement a PHN catchment communication strategy that maintains a high-level of awareness amongst key stakeholders and facilitates information flow. This should be informed by Department of Education and Training communication strategies.
- Actively engage key school, clinical and other stakeholders at the PHN catchment level, and ensure broad consultation and appropriate levels of stakeholder engagement.
- Support relevant governance mechanisms, including steering committees or groups.

The role may involve some travel as required. Some flexibility may be required.

Employees are required to carry out lawful directions outlined above or delegated to them.

Key selection criteria

Qualifications:

Relevant tertiary qualifications in a health, education or related field relevant to the position or equivalent experience.

Skills and Experience:

Essential criteria

- Relevant tertiary qualifications in a health, education or related field relevant to the position or equivalent experience.
- Excellent understanding of best-practice project, change or quality management within the health and/or education sector.
- Demonstrated experience coordinating and managing successful multi-stakeholder projects or programs.
- Capacity to work both autonomously and in a self-managed team environment on a range of diverse issues to meet stringent project quality requirements
- Demonstrated analytical, evaluation and communication skills.
- Influencing and relationship management skills including the ability to develop and maintain strong collaborative partnerships

Desirable criteria

- Understanding of primary, secondary and tertiary elements of the health system, including understanding of health care delivery systems and patient care approaches such as coordination of care.

Your personal attributes and behaviours

In this role you are expected to demonstrate the following attributes and behaviours:

- *Progressive leadership:* You are a forward thinking and authentic leader who leads by example and empowers staff to create and drive innovation.
- *Commitment to quality:* You honour our organisational vision and mission and constantly strive for excellence in service delivery and advancement.
- *Ethics:* You demonstrate a core commitment to act with fairness, integrity and transparency in serving the best interests of all stakeholders.
- *Professionalism:* You are a dedicated professional who respects and collaborates with others and is fully accountable for your actions.

Additional information and requirements

Current Drivers Licence and Reliable Vehicle

Use of own vehicle may be required. Staff are required to comply with the MPCN Travel Policy which requires comprehensive insurance cover, including for business purposes. Mileage is reimbursed above the current ATO rate to compensate for this.

National Police Records Check

Employment is subject to a satisfactory national police check. This will be undertaken and paid for by the employee.

Performance Evaluation

Performance reviews are conducted annually to assess outcomes against agreed performance indicators and to establish new role and professional development objectives.

Authorised

This position description is current at the date of approval and may be amended in conjunction with the current incumbent, and based on organisational requirements.

Chief Executive Officer

Signed:

Date:

I agree to undertake the role of Project Officer, School Health as outlined in this position description.

Name:

Signed:

Date:

We acknowledge the peoples of the Kulin nation as the Traditional Owners of the land on which our work in the community takes place. We pay our respects to their Elders past and present.