

Position Title: Project Officer Alcohol and Other Drugs

Full Time Equivalent: up to 1.0 (ongoing, dependent on funding)

Directorate: Alcohol and Other Drugs and Suicide Prevention

Reporting Structure: Reports to: Alcohol and other Drug Service Coordinator

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

Reporting to the AOD Service Coordinator, the Project Officer, AOD will have a key role in developing meaningful relationships with alcohol and drug service providers in the North Western Melbourne catchment, and commissioning for the delivery of AOD programs. The incumbent will work in a small team to support a service system that is responsive to consumers, families and the broader community.

Key responsibility domains include:

Stakeholder engagement and relationships management

- Build and maintain strong and collaborative professional relationships with key stakeholders to support the delivery of evidence informed alcohol and other drug treatment services.
- Coordinate the development and delivery of stakeholder engagement processes and capacity building initiatives, such as workshops, forums and meetings.

Planning and project implementation

- Promote and apply best-practice project management methodologies to ensure timely achievement of deliverables and performance targets.
- Undertake other planning and project activities as part of the AOD team and the organisation more broadly, as directed by the Coordinator AOD Services.
- Assist in the collection and analysis of data from service providers and provision of reporting to the Commonwealth Department of Health;



Commissioning

- Build and maintain effective partnerships across the commissioning cycle.
- Support strategies and services that are co-designed with relevant stakeholders to address priority needs.
- Monitor and evaluate commissioned activities to promote efficiency, effectiveness and quality.
- Contribute to the NWMPHN understanding and experience of commissioning.

Contracting, compliance and reporting

- Ensure projects and planning are undertaken in accordance with relevant guidelines and requirements.
- Support the development of a range of plans and reports to meet the requirements of the Commonwealth, State and other funders, as relevant.
- Promote data collection that is relevant, timely, accurate and accessible for both planning and reporting purposes.

As this is a new position for the organisation, the requirements of the role may change to ensure the needs of the organisation are met. The employee will be required to undertake other duties as directed by the Coordinator Alcohol and Other Drug Services.

Key selection criteria

Qualifications:

- Tertiary qualification in health, alcohol and drugs, social sciences or related studies and/or relevant 'on the job'/ professional skills and expertise.

Skills, Knowledge and Experience:

- Strong understanding of the alcohol and other drug or community service sector.
- Experience in effective stakeholder engagement and relationship development with health and community sector stakeholders including consumers, advocates, providers, policy makers and others.
- Demonstrated experience in project management, including the ability to prioritise actions and negotiate successful outcomes.
- Well-developed communication and interpersonal skills, able to work proactively on a diverse range of projects with a diverse range of stakeholders.
- High level organisational and workload management skills, self-motivated with the ability to work independently and as part of a team to achieve organisational and program specific goals.

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:
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I agree to undertake the role of Project Officer, Alcohol and Other Drugs, as outlined in this position description.

Name: Signed:	Date:
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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.

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