

Position Description



Position title	Program Manager, Allied Health
Responsible to	Associate Director, Mental Health, Alcohol and Other Drugs
Responsible for	To be determined
Location	Associate Director, Mental Health, Alcohol and Other Drugs
Salary range	Band 4 (\$115,212 - \$131,670)
Conditions	National Employment Standards Employment Contract Company policies and procedures Flexible work practices
Remuneration and benefits	Base salary plus superannuation at statutory rate Salary packaging in line with Registered Health Promotion Charity status Professional development opportunities
Probity checks	Reference checks National Criminal Record Check Qualifications/Certifications required for the position Professional registrations and memberships as required for the position
Level of delegation	As outlined in Delegations Policy
Acknowledgement of Country	COORDINARE South Eastern NSW PHN, acknowledges the Traditional Owners and Custodians of the lands across which we live and work. We pay our respects to Elders past, present and emerging, and acknowledge Aboriginal and Torres Strait Islander peoples' continuing connection – both physical and spiritual – to land, sea and sky.

About us

COORDINARE, as the South Eastern NSW Primary Health Network, is dedicated to fostering healthier communities.

We focus our efforts on those who face the biggest inequities. To do this, we collaborate with the community, general practices and other stakeholders to design solutions that make it easier for people to get the health care they need.

We will also use our knowledge and commissioning expertise to attract new funding partners to expand our impact.

Our purpose

To improve the health of communities in South Eastern NSW.

Our priorities

Our three objectives and key priorities are:

1. **Accessible care** – by improving access to services such as mental health, alcohol and other drugs, chronic conditions, after hours and urgent care- especially for priority groups.
2. **Systemised care** – by strengthening linkages between primary care and the broader health system. We support general practice and commission coordination and navigation services that guide individuals through their health care journey.
3. **An activated community** – by fostering health across the lifespan, addressing the social determinants of health, increasing prevention activities, and improving community resilience and social connectedness.

As a growing, innovative, and resilient organisation, we achieve our priorities through our strengths in:

- Consumer engagement
- Professional capacity
- Financial resilience
- Communications and influence
- Research and evidence
- Data and IT capability

Our values

- We build trusted and meaningful relationships
- We respect and include diverse voices
- We act with integrity
- We embrace change with purpose

Our processes

COORDINARE commissions services from our stakeholders, rather than providing services directly. Commissioning involves starting with understanding our communities' needs, identifying commissioning opportunities and then gauging the impact of our initiatives on the community.

COORDINARE uses population health data, and input from our two GP-led Clinical Councils, the Community Advisory Committee, the Aboriginal Health Council, general practices, and through our strategic alliances with the Local Health Districts, to identify needs, set clear local priorities, and implement government initiatives.

Purpose

The Program Manager, Allied Health is responsible for developing and implementing strategies that facilitate allied health engagement across the region. The position will lead the local implementation of initiatives aligned to the National PHN Allied Health Engagement Framework and support the implementation of multidisciplinary models of care in the region.

Key accountabilities

- Develop, lead, and implement activities that enhance engagement with the Allied Health sector aligned to the National PHN Allied Health Engagement Framework.
- Develop and maintain strong, productive partnerships with Allied Health providers and broader primary care stakeholders.
- Identify and map allied health services within the including the development of a register of Allied Health providers and services.
- Establish communication mechanisms with allied health providers to enhance our understanding of the sector and identify opportunities to strengthen engagement.
- Engage with allied health providers in the development and implementation of new models of care to enhance multidisciplinary team approaches.

- Identify and work with internal stakeholders to support and coordinate professional development and workforce development activities.
- Stay up to date with emerging trends or legislative changes relating to the delivery of primary care and allied health.
- Provide a safe and healthy workplace such that relevant legislative requirements are met.
- Prepare regular performance reports for the Executive, Clinical Councils and Community Advisory Committee.

Key relationships

- Internal – Director Commissioning, Mental Health & A&OD, Associate Director, Mental Health & A&OD, Planning and Performance Team; Primary Care Development Team; Program Manager, Suicide Prevention, Executive Management Team.
- External – executives, managers, and clinicians of LHDs, local government organisations, and community managed organisations, consumers, and carers.

Key outcomes

- The health needs of the region are understood and priorities for action are defined, commissioning plans reflect strategic intent and are accompanied by appropriate time frames.
- A culture of quality improvement, consumer centeredness, performance monitoring and a focus on improved health outcomes exists with direct reports and with providers.
- Positive, productive, and collaborative relationships with stakeholder’s support to achieve better outcomes for consumers.
- Effective commissioning and contract management practices are embedded leading to positive contractual relationships and partnerships.

Selection criteria

Area	Specific requirement
Qualifications	Tertiary level qualification in Allied Health or equivalent; or equivalent relevant experience.
Priority checks	Criminal History Check
Registration and licensing	NSW Drivers Licence
COVID-19 vaccination compliance	It is recommended that COORDINARE employees have completed at least 2 doses of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA).
Knowledge and experience	<ol style="list-style-type: none"> 1. Relevant tertiary qualifications and significant management experience in planning and/or commissioning of health services in a primary/community setting. 2. Knowledge and understanding of the primary care sector and reforms. 3. Demonstrated experience in stakeholder relationship management including the ability to identify and respond to needs. 4. Highly developed interpersonal, oral, and written communication skills with a strong focus on interpreting and presenting results. 5. Current NSW Driver’s licence and access to a comprehensively insured motor vehicle for work-related travel.

COORDINARE is an equal opportunity employer embracing diversity. We strongly encourage applications from Aboriginal and Torres Strait Islander people. We are sector leaders with excellent benefits, and a hybrid workplace in the beautiful SENSW region.

We support Hybrid Working, so it is expected on average 40% of your work time should be spent at a COORDINARE location to achieve the exemplary depth of relationships, connection, and collaboration as desired.

Successful applicants must have the right to work in Australia, be willing to complete a Criminal Record Check and, due to our purpose and nature of our work, must be able to demonstrate up to date COVID 19 vaccination status or medical exemption.

As the incumbent of this position, I confirm I have read the Position Description, understand its content, and agree to work in accordance with the requirements of the position.

Employee's name:	Employee's Signature:	Date:
Supervisor's name:	Supervisor's Signature:	Date:

Please note if this PD is for a new role it will need to be reviewed and approved by the CEO.

Date	Version No.	Author	Approved by	Reason for update
Aug 2024	1	Director Commissioning MH & A&OD	CEO	Realignment of functions and key activities within directorate, newly created role.