

## Position Description

Position title	Commissioning Coordinator, Suicide Prevention
Responsible to	Program Manager, Suicide Prevention SENSW
Responsible for	Nil direct reports
Location	Moruya, Nowra, Fyshwick or Wollongong,
Salary range	Band 3 (\$94,051 - \$109,725)
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

### Organisational context

COORDINARE is the values led Primary Health Network for South Eastern NSW supporting primary care in the region to be person centred, accessible; equitable; safe and high quality, comprehensive; population orientated; and coordinated across all parts of the health system. COORDINARE provides a unique blend of private and public perspectives and innovative thinking which aims to ultimately transform the health of people in the region.

COORDINARE has adopted a business model that is data-driven, using clinical expertise and consumer feedback, to determine local needs and co-design initiatives that improve health outcomes, achieve better consumer experiences, enhance provider satisfaction, and deliver value for money. Using population health data, working closely with our GP-led Clinical Councils, our Community Advisory Committee and through our strategic alliances with the Local Health Districts, we set clear local priorities as well as identify strategies to implement the national priorities locally.

COORDINARE works at four levels within the health system to achieve person centred care:

- **Involving consumers** in decision-making both at an individual level – around people’s own health, treatments, and illness-management and at an organisational level – around policy development, service design, delivery, and evaluation.
- **Supporting general practice** as the cornerstone of primary care.
- **Working within local communities** to commission services which improve outcomes for at-risk, high needs groups.
- **Building system enablers and designing service improvements** to optimise pathways for patients and coordinate their care.

COORDINARE commissions services, in line with our Commissioning Framework, focusing on those most at risk of poor outcomes, rather than providing services directly. Commissioning involves a strategic approach to purchasing services from providers, using information gathered from our Needs Assessments and analysis of local provider markets. Our approach to commissioning also involves ongoing and collaborative relationships with service providers, working together to design initiatives and ensure that contracted deliverables and quality outcomes are met.

## Purpose

The **Commissioning Coordinator Suicide Prevention** role is an integral part of the Suicide Prevention team supporting the commissioning of **universal aftercare and other suicide prevention services and solutions** to achieve a more connected health system based on population needs that lead to improved health outcomes and consumer experience across South Eastern NSW.

## Key accountabilities

Supporting the Program Manager Suicide Prevention, and in line with COORDINARE’s Commissioning Framework, the position will:

- Work closely with the broader commissioning and suicide prevention teams to deliver planning, commissioning, monitoring and evaluation of suicide prevention solutions.
- Contribute to the local needs assessments, coordinating consultation with key stakeholders including Suicide Prevention Community Collaboratives and community members including people with lived experience of suicide, as required.
- Implement the commissioning objectives in accordance with COORDINARE’s commissioning framework with direct responsibilities in procurement, contract managing and performance monitoring of commissioned providers.
- Establish ongoing relationships with commissioned providers and broader industry stakeholders to assist with activities to help achieve the organisation’s strategic aims.
- Contribute to ensuring that commissioned programs and services are continuous and that services delivered are person centred, contemporary, appropriate and safe.
- Assist and support the implementation of strategies required to build capacity of local providers, including supporting and managing providers with identified performance concerns.
- Preparation of regular reports, timely and accurate record keeping including entry of information into various IT or record keeping systems such as SRM, as required.
- Research and drafting of responses and papers to both internal and external stakeholders.

- Respond to organisational and team priorities which may differ at various points in time.
- Other reasonable duties as requested by Program Manager, Suicide Prevention.

### Key relationships

- Internal – Suicide Prevention team; Community and System Collaboration team; Mental Health and AOD commissioning teams; Strategy & Performance team.
- External – Contracted service providers; potential service providers; relevant LHD staff; relevant ACCHO staff; people with lived experience of suicide and consumers of services; local suicide prevention stakeholders.

### Key challenges

- Managing pace and priorities in a relatively new and continuously emerging environment.
- Managing continuous change internally and externally.
- Translating technological advances and evidence-based practice to local service improvements that improve health outcomes across a broad audience base.
- Keeping abreast of advances and innovations in care and translating those into approaches relevant to our communities.
- Adapting and responding to organisational responsibilities with diligence.

### Selection criteria

1. Relevant tertiary qualifications and/or experience in suicide prevention, mental health or alcohol and other drugs sectors.
2. Demonstrated understanding of a positive contemporary approach to person centred service delivery.
3. Demonstrated skills and experience in project management in a complex, specialised environment.
4. Ability to work independently and as part of a cohesive team.
5. Excellent communication skills, including the ability to negotiate, influence and build relationships and ability to translate complex information into information for diverse audiences.
6. A desire and demonstrated ability to research contemporary and emerging best practice and share findings.
7. Demonstrated ability to work in a fast paced, changing environment.
8. Demonstrated experience working with a range of IT software and programs such as Microsoft Office and databases for information management.
9. Current NSW driver's licence and a willingness to travel (which may include overnight stays).

*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.*

*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.*

*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 name:	Employee Signature:	Date:
Manager's name:	Manager'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
June 2024	1	Program Manager Suicide Prevention SENSW	Pending	New role for Recruitment