



An Australian Government Initiative

Position Description



Position title	Project Manager, SENSW Integrated Care and Commissioning Trial
Responsible to	Manager, Service and System Integration Southern NSW
Responsible for	Nil direct reports
Location	Moruya, Fyshwick or Nowra
Salary range	Band 4/Opening (\$115,212)
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 Project Manager will work within the Community and System Collaboration directorate to establish and oversee a series of projects as part of the South-East NSW Integrated Care and Commissioning (ICC) trial to improve access to and delivery of aged care, disability supports and veterans' care services in South-East NSW. Projects will be place based and are expected to focus on the Eurobodalla, Bega Valley and Snowy Monaro local government areas within the region. The Project Manager will work closely with the Department of Health and Aged Care's regional stewards and ICC policy team, as well as with key staff from partner agencies (including NDIA, NDIS, DVA and NIAA) and local communities and organisations.

Key accountabilities

- Support, engage and collaborate with key stakeholders to identify gaps and opportunities, facilitate cooperation and achieve outcomes.
- Build and maintain effective and influential working relationships with both internal and external stakeholders to foster collaboration and problem solving across project co-design and implementation.
- Demonstrate a strong understanding of the challenges of service delivery in rural and remote locations and a commitment to strengthening ongoing cultural competency.
- Deliver program activities by applying best-practice project management methodologies. Maintain organisational systems and workflows that support project and budget management.

- Identify and manage risks and challenges. Provide updates and appropriately escalate to executive sponsors as required.
- Chair and/or attend a local Stakeholder Advisory Group – focused on providing advice on challenges and barriers facing the sector while gathering and sharing cross sector intelligence.
- Contribute to regular Department of Health and Aged Care Regional Working Group meetings
- Contribute to a community of practice, sharing learnings with other trial sites.
- Manage and prepare implementation updates, reports, and correspondence, to present and deliver timely advice to key stakeholders ensuring project milestones are met.

Key relationships

Internal – Subject Matter Experts, Manager Older Persons Service Development and Performance, Planning & Insights team, Medical Directors, Health Coordination Consultants, Aboriginal Health Consultant

External – Local Health District staff, key NGOs/liaison groups, commissioned service providers, potential service providers, general practice teams, consumers, staff from Department of Health and Aged Care and partner agencies.

Key challenges

- This is a new program being trialled for 12 months. Demonstrating effective progress and learnings will be critical to generate continued support
- Gaining agreement on achievable priorities, based on local data and intelligence, that should be addressed through collaborative approaches.

Key outcomes

Bring together resources across the health, disability and veterans’ care sectors to ensure people in rural, remote and First Nations communities can get the services they need, including trialling new and innovative models of care and support in thin markets. Solutions will be tailored to the needs of communities and providers, examples could include:

- Supporting providers to expand into aged or disability care.
- Identifying and connecting current care coordinators and navigators across the sectors.
- Establishing place-based communication strategies and products to uplift community knowledge of care and support services.
- Developing a cooperative business model with multi-skilled workers available to work across sectors.

Selection criteria

Area	Specific requirement
Qualifications	Relevant tertiary qualifications and experience of project implementation within a health, aged care or disability services setting
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

1. A working knowledge of the aged care, disability and veterans' care systems.
2. An understanding of the delivery of care services in regional and rural areas including for First Nations peoples
3. Demonstrated ability to plan and deliver implementation projects using change and project management methodology.
4. A track record in successfully fostering change and innovation across internal and external stakeholders.
5. Highly developed interpersonal, oral, and written communication skills.
6. Experience in reporting on project progress and performance to executive teams and governance groups.
7. Demonstrated ability to exercise independent judgment and make decisions whilst working as part of a team recognising the importance of maintaining open lines of communication and escalating issues as required.
8. Current driver's licence and a willingness to travel as part of this role (which may include overnight stays)

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
Oct 2024	1	Director, Integrated Health Systems	CEO	New role