

# Position Description



<b>Position title</b>	Commissioning Coordinator, Mental Health, Alcohol & Other Drugs
<b>Responsible to</b>	Team Leader, Mental Health, Alcohol & Other Drugs
<b>Responsible for</b>	Nil direct report
<b>Location</b>	Wollongong, Nowra, Moruya & Fyshwick
<b>Salary range</b>	Band 3 (\$98,754 - \$108,876)
<b>Conditions</b>	National Employment Standards Employment Contract Company policies and procedures Flexible work practices
<b>Remuneration and benefits</b>	Base salary plus superannuation at statutory rate Salary packaging in line with Registered Health Promotion Charity status Professional development opportunities
<b>Probity checks</b>	Reference checks National Criminal Record Check Qualifications/Certifications required for the position Professional registrations and memberships as required for the position
<b>Level of delegation</b>	As outlined in Delegations Policy
<b>Acknowledgement of Country</b>	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 Commissioning Coordinator role is an integral part of the Commissioning team supporting the design, implementation and commissioning of 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.

This position will support the mental health, alcohol and other drugs (MHAOD) portfolios.

## Key accountabilities

- Work closely with the MHAOD commissioning team to deliver planning, commissioning, monitoring and evaluation of mental health, alcohol and other drugs solutions contributing to improvement of health outcomes,
- Contribute to the local needs assessments, coordinating and leading consultation with key stakeholders including consumers and carers 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 interventions are continuous and that services delivered are consumer focussed and recovery oriented, 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,
- Represent the organisation in external meetings including commissioned providers,
- Respond to organisational and team priorities which may differ at various points in time,
- Other reasonable duties as requested by Team Leader, Mental Health, Alcohol & Other Drugs.

### Key relationships

- This position has key internal relationships across the organisation.
- External stakeholders may include Consumers and carers, Contracted service providers, Potential service providers, relevant LHD staff and Aboriginal Community Controlled Health Organisations (ACCHOs).

### 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 consumer 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

Area	Specific requirement
Qualifications	Tertiary level in a related field; 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"> <li>1. Relevant tertiary qualifications and/or experience in mental health and/or alcohol and other drugs.</li> <li>2. Demonstrated understanding of a positive contemporary approach to person centred service delivery.</li> <li>3. Demonstrated skills and experience in project management in a complex, specialised environment.</li> <li>4. Ability to work independently and as part of a cohesive team.</li> <li>5. Excellent communication skills, including the ability to negotiate, influence and build relationships and ability to translate complex information into information for diverse audiences.</li> </ol>

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).

Desirable:

10. Understanding of commissioning and commissioning processes.
11. Understanding of the current and future directions for mental health services, systems and best practice.

*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
March 2017	1	Alison Bradley- MH Service development & Performance Manager	CEO	New position
Jan 2025	2	Associate Director, Wellbeing & Priority Populations		Contracted role due to internal transfer + position title change