

Position Description

Manager Projects

Position Details

Reports to	Executive Manager Corporate Services
Employment Term	Fixed term contract until 30 June 2021 <i>(subject to funding)</i>
Hours	Full Time 1.0FTE
Location	Based at a Gippsland PHN office location, with travel to other work sites/offices across Gippsland and to Melbourne as required.
Position number	GPHN013

Organisation Context

Gippsland PHN is a not for profit charity that works at a regional level to achieve improved whole of system health care. We work with general practice, allied health, hospitals and other primary and community health providers; to drive, support and strengthen primary health in Gippsland to meet the needs of local communities.

We are consumer focused and established to reduce fragmentation of care by integrating and coordinating health services and supporting general practice. We leverage and administer health program funding from a variety of sources to commission flexible services to realise our vision of a measurably healthier Gippsland.

Role Overview

As part of the leadership team and reporting to the Executive Manager Corporate Services, the Manager Projects will provide a key role in driving outcomes across the organisation. The Manager Projects sets, maintains and ensures standards for projects through best practices methods to ensure organisation project and program success providing:

- Alignment with corporate strategy and culture;
- Integration of data and information;
- Enabling sharing of resources, methodologies, tools and techniques for project success;
- Promotion and embedding project management methodology; and
- Providing oversight of projects to staff.

Duties and Responsibilities

Technical and Professional

- Implementation of projects ensuring processes are in place to effectively monitor, review and report on project delivery, budget performance and achievement of all reporting activities identified as part of the organisation's planning processes;
- Manage organisational data and activity through IT systems, BI Tool, Tenderlink, Business Plan, Balanced Score Card and various reports for capturing quality information. Develop and maintain systems to enable the flow of information and data between teams to track reporting and data analysis performance;
- Manage procurement and contracting information, extracting relevant data for entry into Gippsland PHN Contracts Register/System. Manage and/or participate in specific working groups and committees as identified;
- Provide considered advice to the Executive Team; ensuring strategic and operational risks, challenges, opportunities and key issues are identified; and
- Any other duties reasonably requested.

Communication and Relationship Management

- Provide advice and support in relation to Gippsland PHN procurement and contract management requirements. Provide guidance in the preparation of acquisition, tender, evaluation, risk management, negotiation, contracts, and contract management plans and documentation;
- Support the delivery of services through the development and maintenance of positive, outcome-oriented partnerships with external agencies and primary care providers;
- Influence and maintain high performing working relationships, engaging and harnessing the expertise of colleagues across all teams within Gippsland PHN;
- Participate as a member of the leadership team in the leadership and development of the organisation.

Performance Management

- Ensure that services/projects are operating efficiently and effectively, are achieving contractual obligations within time and budget, and are helping to improve health outcomes in the community. Establish processes to deliver, monitor and report on the outputs, outcomes and financial performance as defined in the Annual and Business Plans;
- Provide supervision, mentoring and management of Gippsland PHN staff by actively participating in individual performance development plans, and developing strategies and performance indicators in line with the organisations Strategic and Business Plans. Ensure that employees have clear roles and responsibilities and are supported in their duties, through clear direction and communication; and
- Monitor team performance and effectiveness, and provide coaching, support and development feedback regularly to staff.

Discretion and Confidentiality

- Maintain a high level of discretion and confidentiality in all relationships both internal and external to Gippsland PHN.

Continuous Quality Improvement

- Identify continuous quality improvement opportunities; participate in the development of quality procedures and processes and contribute to internal and external continuous improvement activities as required, including organisational accreditation;
- Develop internal auditing (non-financial) mechanisms to support maintenance of quality standards. Develop procurement and contract management documentation to ensure compliance with both statutory and Gippsland PHN requirements; and
- Comply with relevant statutory requirements for Gippsland PHN to achieve value for money in its procurement operations. Contribute to the monitoring and assessment of risk and the establishment of mitigation strategies and controls in relation to procurement and contract management projects.

Learning and Development

- Support and train staff in quality improvement processes and systems. Guide staff through experiential learning to increase individual and organisational capability related to procurement and ensure high quality efficient and effective procurement and tendering processes;
- Ensure Gippsland PHN has adopted a Learning and Development environment where employees are encouraged to further develop skills required to progress their career aspirations; and
- Ensure Learning and Development activities are not limited to formalised training and include elements of mentoring, coaching, planning, on the job learning, and opportunities to perform higher duties. Ensure employees have the aptitude and willingness to learn.

Purpose, Culture and Wellbeing

- Contribute to a culture that builds upon our vision, principles, values, and behaviours;
- Encourage staff to maintain active and productive relationships with all stakeholders, members, other staff, the community, service providers, clinicians, policy-makers and funders; and
- Contribute to upholding a positive, inclusive culture environment, and fostering creative staff wellbeing initiatives. Ensure staff are working cooperatively and effectively in a team environment, while developing, contributing and maintaining a positive organisational culture.

Key Selection Criteria – Qualifications, Knowledge, Skills & Experience

To be considered for this role, candidates must have and address the following:

- Tertiary qualification/s in a directly related or relevant field;
- Strong project and data management skills and experience;
- Highly developed contract management and tender processing skills;
- High level of financial literacy, budgeting, research and evaluation skills with experience in effectively managing procurement procedures;
- Highly developed interpersonal skills. Demonstrated capacity to build commitment and to influence and motivate others with credibility, integrity and enthusiasm;
- A demonstrated ability to meet deadlines and work with minimum supervision;

- Demonstrated experience in writing successful tender submissions;
- Highly developed oral and written communication skills.

Desirable Attributes

- Well-developed linkages within the Gippsland Primary Health Sector; and
- Thorough understanding of the political drivers influencing the Primary Health model over the coming 3 years;
- Exceptional people management capabilities demonstrated through experience in managing multidisciplinary teams and in the supervision and mentoring of staff;
- Working knowledge of Microsoft operating systems and associated software, including the use and application of a Customer Relationship Management tool, e.g. CRM, and Records Management tool, e.g. HPRM;
- Proven leadership experience in a senior role within the health, public, or community sectors, demonstrating experience and success in working in and contributing to a team environment, working with staff across all levels of an organisation; and
- Demonstrated knowledge of commissioned services and skills in issues management, including an ability to manage complexity and diversity across stakeholders, programs, projects, priorities and demands.

General Requirements

Candidates are also required to:

- Provide a current Victorian National Police Check certificate;
- Provide evidence of your professional qualifications;
- Hold a current Victorian Driver's Licence;
- Adhere to the Gippsland PHN Code of Conduct, Frameworks, Policies and Procedures;
- Adhere to legislation; and
- Ensure that primary health care is promoted in a positive manner at all times.

Organisational Requirements

Occupational Health & Safety

Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment, being familiar with OH&S legislation and by participating in OH&S training or drills where required.

Legal Compliance

Knowledge and understanding of relevant legislation and acts applicable to employment at Gippsland PHN and as stated in the Policies and Procedures.

Employer of Choice

Gippsland PHN is a great place to work; where employees are respected, valued and empowered. Encouraging leadership, learning and engagement, our culture creates opportunities for all - striving towards a Measurably Healthier Gippsland.

This position description is subject to change in line with contractual requirements, the development of the organisation's strategic plan and operational needs.