**Manager – Digital Health**

**Location: Bathurst, Orange, Dubbo or Broken Hill**

Thank you for your enquiry.

This Information Pack is designed to inform you about the organisation and the role, identify the selection criteria we will be using to select the right candidates, and explain the application process. If you have any questions about this position after you have read this document, please contact **Sonya Berryman on 1300 699 167.**

The Western NSW Primary Health Network (WNSW PHN) is an independent, not-for-profit organisation funded by the Commonwealth Department of Health and plays a pivotal role in supporting GP General Practice and Primary Health Care services to better meet the health needs of the community and patients. WNSW PHN is an agile and high performing organisation that responds to the identified needs of the community, Commonwealth and State health policy, and the development needs of primary health care providers.

The WNSW PHN works with a range of primary health care oriented councils and clinical service providers to plan and fund programs based on the health needs of the region in order to better connect local health services to meet local health needs.

# Position Advertisement

**Manager – Digital Health**

**Location: Bathurst, Orange, Dubbo or Broken Hill**

**Full time maximum term contract until 30 June 2021 (with possibility of further extension)**

**About Western Health Alliance Ltd (WHAL) trading as Western NSW Primary Health Network (WNSW PHN)**

The WNSW PHN is one of 31 Primary Health Networks across Australia established by the Australian Government to support frontline health services. Our focus is to increase the efficiency and effectiveness of primary health care, ensuring people receive the right care in the right place at the right time. To achieve this, we work closely with general practice, Aboriginal Medical Services and other health care providers, Local Health Districts, non-government organisations and the broader community.

**The Role**

The Manager - Digital Health is responsible for providing subject matter expertise, strategic advice and leadership to Western NSW Primary Health Network (WNSWPHN) regarding all matters associated with the digital health portfolio.

This position plays a key role in development and implementing of digital health technology strategies and projects, in partnership with a broad range of internal and external stakeholders and adapted to local needs, with the goal of improving health-related primary healthcare outcomes for consumers and clinicians across the WNSWPHN region.

**Benefits to working with WHAL**

We pride ourselves on being supportive and flexible and offer a great range of benefits including:

* Generous salary packaging options up to $18,450 per year
* Professional development allowance and leave
* Family friendly and flexible working arrangements
* Supportive team environment
* Collaboration with passionate likeminded professionals
* 5 weeks annual leave
* Option to purchase an additional 2 weeks leave or cash out 2 weeks
* Additional leave between the Christmas and New Year period
* 6 weeks paid parental leave
* Opportunities to be innovative
* Free Employment Assistance Program

**How to apply**

For an outline of responsibilities, position description, selection criteria and information on how to apply, please refer to the Employment tab in the ‘About Us’ section of our website [www.wnswphn.org.au/about-us/employment](http://www.wnswphn.org.au/about-us/employment)

WNSW PHN is committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people.

For enquiries regarding this role, please contact Sonya Berryman (Senior Manager – Primary Healthcare and Integration) on 6813 0928 or 0417 810 234.

***PLEASE NOTE:***

***The selection criteria as outlined in the position description must be addressed as part of your application.***

**Applications close 9am Monday 19 August 2019.**

**Interviews for the position are expected to be held on Wednesday 21 August 2019 or Thursday 22 August 2019.**

**Guidelines for Applicants**

These guidelines aim to assist you in submitting applications for advertised vacancies with the Western NSW PHN.

**Applying for a position**

The following may assist you in preparing your application:

• Obtain and carefully read the Information Package for the position of interest.

• Conduct some initial research on the organisation by browsing the website and reading key resources.

• If you need to, seek clarification or additional information on the organisation and/or the position.

• Decide whether you possess, and can demonstrate your skills, experience, knowledge and ability against the selection criteria.

• When addressing the selection criteria, provide examples to demonstrate and

substantiate your claims. Examples should outline a situation, identify the action you took and summarise the subsequent result. Keep your response to no more than two pages, plus your Resume/Curriculum Vitae (CV).

• Be aware of the closing date and where and how to lodge your application (for details see below). If, for any reason you cannot submit your application by the closing date, you should ring the contact officer to see if a late application will be accepted.

• If you require any special arrangements (e.g. wheelchair access, hearing or visual aids, etc.) to assist you to attend an interview, please discuss these with the contact officer when the interview is being arranged.

**What you need to include in your application**

The WNSW PHN uses a streamlined approach to recruitment. All applications require:

1. A cover letter introducing yourself and outlining your interest in the position

2. Statement addressing each of the Selection Criteria (as listed on the last page of this document)

3. Resume/Curriculum Vitae (CV) that should include information about:

a. contact details including telephone number and email address

b. education/qualifications

c. an employment history summary including (for each position):

i. the employer

ii. start and finish dates

iii. your position/title

iv. your responsibilities and achievements in the position

d. a summary of your skills

e. professional memberships

f. the names of two work related referees (must be work related and senior to the position you hold), and other relevant information that will support your application not covered elsewhere.

4. Any other supporting documentation, e.g. copy of your qualifications

**Submitting your application**

**Applications should be submitted via email (by the closing date and time) to:**

[**hr@wnswphn.org.au**](mailto:hr@wnswphn.org.au)

**or posted to:**

**Human Resources**

**Western NSW PHN**

**First Floor,**

**187 Brisbane Street**

**PO Box 890**

**Dubbo NSW 2830**

**Position Description**

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| Position Title: | Manager – Digital Health |
| Position Location: | Bathurst, Orange, Dubbo or Broken Hill. |
| Position Reports To: | Senior Manager – Primary Healthcare & Integration |
| Portfolio: | Integration & Services |
| Contract Type: | Full-time Maximum Term |
| Industrial Instrument: | Western Health Alliance Limited Enterprise Agreement 2017 |
| Position Classification: | Team Leaders & Managers – Level 4, Grade 2. |
| Delegated Authority: | As defined in the Delegations Policy |

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| Position Purpose |

The Manager - Digital Health is responsible for providing subject matter expertise, strategic advice and leadership to Western NSW Primary Health Network (WNSWPHN) regarding all matters associated with the digital health portfolio.

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| Key Responsibilities: |

The key responsibilities of this position include, but are not limited to the following:

* Responsibility for the implementation of Commonwealth and State, and local digital health strategy, priorities, and projects (Digital Health Agency Australia, eHealth, shared electronic health records; etc).
* Represent Western Health Alliance Ltd (WHAL) in relation to Commonwealth and State digital health-related meetings (Digital Health Agency Australia, eHealth, etc) and other technology-related health initiatives relation to Digital Health strategy and projects.
* Development and implementation of local digital health strategies and projects.
* The role works collaboratively with a broad range of internal and external stakeholders including, but not limited to the following:
  + Other members of the Primary Healthcare and Integration team (Practice Support and Improvement Team, professional development education team, project managers and officers, coordinators);
  + Members of the Commissioning Services and Strategic Projects team;
  + Other WHAL employees, including Manager Information Management/Information Technology (IM/IT); Data Manager, Manager - Planning and Evaluation;
  + WNSWPHN Advisory Councils;
  + General Practices and Aboriginal Community Controlled Health Organisations (ACCHOS);
  + State and Commonwealth digital health agencies (Australian Digital Health Agency; eHealth NSW);
  + Local Health Districts;
  + Non-governmental organisation (NGO) and private service providers and technology vendors;
  + Digital health consumers.
* Support the implementation of Commonwealth and State digital health priorities, and innovative uptake of new local health technology focused projects, such as:
  + the expansion of My Health Record
  + Tele-Health projects;
  + Tele-Home Monitoring projects;
  + Tele-Health in Residential Aged Care (TRAC) Program;
  + Electronic Health Record projects.
  + Secure messaging to support improved integration of healthcare services.
  + Primary healthcare related software interoperability;
  + Health-promotion-related wearables and applications.
* Increase the uptake of digital health solutions and improve digital health literacy and capability levels across the region.
* Maintain contemporary knowledge of digital health technologies, software applications, and proactively identify and support the implementation of new digital health opportunities within the region and identifying priority areas.
* Provide leadership in the organisation and proactively contribute to a variety of cross-organisational projects to support WHAL’s key strategic priorities.

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| **Competency Framework**: (refer to WHAL Competency Framework) | |
| **Core Competencies** | **Role Requirement Level** |
| **Analytical Thinking** | **(3)** – *Sees multiple links.* |
| **Initiative** | **(3)** - *Is decisive and takes accountability in situations that call for prompt direction.* |
| **Customer Focus** | **(4)** – *Delivers best practice customer service.* |
| **Learning Orientation** | **(3)** - *Implements plans to ensure long-term knowledge and capability.* |
| **Results Focus** | **(3)** – *Improves overall team performance.* |
| **Teamwork and Co-operation** | **(4)** - *Builds team effectiveness.* |
| **Direction Setting** | **(3)** - *Aligns the strategy with broader/future organisational goals.* |
| **Influencing & Negotiation** | **(4)** - Uses a range of influencing strategies. |
| **Conceptual Thinking** | **(4)** *- Clarifies complex information relating to broad business opportunities.* |
| **Judgement & Decisiveness** | **(3)** *- Makes quality decisions without complete information.* |
| **Planning & Co-ordinating** | **(3)** *- Monitors and facilitates others’ activities.* |
| **Developing Others** | **(3)** *- Provides broad on-the-job coaching and support including soft skill development to achieve short to medium term goals.* |
| **Leading the Team** | **(2)** *- Provides overall direction.* |

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| General Responsibilities: |

* Demonstrate a commitment to WNSW PHN’s vision and values.
* Respect confidentiality in line with the Privacy Act 1988 and related policies and procedures.
* Be aware of and adhere to WNSW PHN’s policies and procedures.
* Be aware of individual responsibilities under the relevant Workplace Health and Safety legislation and report as necessary any untoward accident, incident or potentially hazardous environment.
* Undertake continuing professional development as required to ensure job skills remain current.
* Attend and participate in out-of-hours meetings and functions as required.
* Actively participate in staff development activities.
* Identify and participate in continuous quality improvement opportunities.
* Actively participate in annual performance planning and review activities.
* Maintain a working knowledge of all equipment utilised in the office.
* Undertake other duties commensurate with the role as required.

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| Selection Criteria: |

**Essential**

* Tertiary qualifications in health, business, information technology, or other relevant field, or equivalent relevant work experience.
* Minimum of 5 years’ experience working in health or technology-related field.
* Demonstrated understanding of digital health and My Health Record and primary healthcare in regional, rural and remote setting.
* Demonstrated understanding of and commitment to cultural safety.
* Demonstrated, high-level relationship management skills, including ability to influence and negotiate in a culturally diverse environment (both internally and externally).
* Demonstrated high-level interpersonal and communication skills and high-level competence in using information communication technology.
* Demonstrated experience and capability in project management and in working autonomously.

**Desirable**

* Previous experience in a digital health role.
* Post-graduate qualifications in a relevant field.
* Demonstrated experience working with Aboriginal organisations and communities.
* Competence using a variety of different practice management software applications or ability to obtain same.
* Demonstrated knowledge and understanding of national digital health strategy and portfolio-related project activities at Commonwealth and State level.
* Existing networks with groups relevant to digital health portfolio.

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| Special Conditions: |  |

* Conditions of employment are governed by the industrial instrument specified in the first table, the Fair Work Act 2009, National Employment Standards, Western Health Alliance Limited Employment Contract and WNSW PHN policies and procedures.
* Out of hours work, on evenings and/or weekends, may be required from time to time for which flexible working hours may be negotiated with your Manager.
* Travel, including overnight stays, across the region within the WNSW PHN’s boundary may be necessary from time to time. Occasional intrastate and/or interstate travel may also be required.

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| Appointment Prerequisites: |

* Verification of eligibility to lawfully work in Australia. You must be an Australian or New Zealand Citizen, a Permanent Resident of Australia or possess a valid Australian Working Visa to be employed by WNSW PHN.
* Certification of tertiary qualifications and professional membership (if applicable to role).
* Verification of current NSW Drivers Licence.
* Verification of comprehensively insured motor vehicle (if applicable to role).
* National Police check.
* Working with Children check (if applicable to role).