Position Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Program Officer – Doctors in Secondary Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to</td>
<td>Lead – Integration &amp; Redesign</td>
</tr>
<tr>
<td>Directorate:</td>
<td>Integrated Care</td>
</tr>
<tr>
<td>Business Unit</td>
<td>Integration and Redesign</td>
</tr>
<tr>
<td>Number of Direct Reports</td>
<td>0</td>
</tr>
<tr>
<td>EMPHN Classification</td>
<td>Band 2 - 3</td>
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</tbody>
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Reviewed by: Lisa Wright | Date: 2/10/2019
Approved by: Harry Patsamanis | Date: Click here to enter a date.

About EMPHN

With our partners, we will facilitate health system improvement for people in eastern and north eastern Melbourne. In doing this, our five key strategic priorities will be:

1. Addressing health gaps and inequalities
2. Enhancing primary care
3. Leveraging digital health, data and technology
4. Working in partnership to enable an integrated service system
5. A high performing organisation

Our organisational values will underpin all work undertaken by EMPHN and our employees.

**Leadership**
We champion innovation and embrace change which improves our work. We celebrate and build upon our achievements in health care.

**Understanding**
We listen and respect all perspectives and seek evidence for a deep understanding of each other and our community.

**Outcomes**
We are accountable for ensuring value for money for our communities, stakeholders and funding bodies. We focus on high impact, equitable health care solutions that increase efficiency and reduce waste.

**Collaboration**
We enable those who touch the system to design the system through sharing knowledge, evidence and expertise. We work together across teams for shared outcomes.

Purpose of Position

The role of the Program Officer – Doctors in Secondary Schools is to work with the Facilitator – Redesign, to support delivery of the Doctors in Secondary Schools program. The Doctors in Secondary Schools program is a partnership program - between the Victorian Department of Education (DET), targeted secondary schools with vulnerable students and general practices - to provide access to general practice support to young people in a school setting.

Key Relationships and Stakeholders

- Consumers, families/carers and the community within the EMPHN catchment
- General Practitioners, Practice Managers and Practice Nurses within the EMPHN catchment participating in the Doctors in Secondary Schools program
- Department of Education, Victoria
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- North West Melbourne PHN and other PHNs in Victoria
- Other stakeholders and organisations located within the EMPHN catchment and surrounding suburbs
- EMPHN staff

Accountabilities

Stakeholder & Relationship Management

- Support medical practices and schools who are participating in the Doctors in Secondary Schools program.
- Provide administrative support for the program including meeting coordination, room bookings, development and distribution of agendas and minutes and other document management as required.
- Development and / or copying of resources and communications collateral as required.
- Participation in PHN meetings and workshops relevant to the Doctors in Secondary Schools program as required.

Improvement & Innovation

- Follow EMPHN’s commissioning framework and documentation to facilitate and deliver system integration and redesign in primary care.
- Use co-design principles and stakeholder consultation when working on initiatives within portfolios.
- Ensure the medical practices and schools are operating within the operational guidelines for the Doctors in Secondary Schools program and make recommendations where improvements to these guidelines are required.
- In partnership with MH & AOD Managers, prepare high quality reports and project briefs.
- Support monitoring of quality and safety of the Doctors in Secondary Schools program and proactively identify risks to the provision of health services.
- Undertake or participate in other PHN duties as required and work with the team to ensure the PHN meets all required KPIs on time and within budget.
- Assist with the compilation of Doctors in Secondary Schools performance data to support ongoing improvement of the program.

Procurement & Contract Management

- Track, document and communicate performance, deliverables and outcomes of the program as directed by the Lead - Integration and Redesign and Facilitator – Redesign.
- Monitor invoice payments to contractors as outlined in relevant contracts and follow up with the relevant contractors as required.
- Assist in preparation of regular reporting requirement to DET to ensure EMPHN meets its contractual obligations with DET.
- Monitor DET contract timelines to ensure that any report required is provided in a timely manner.
- Ensure relevant databases are maintained and the Doctors in Secondary Schools information is available within EMPHN as required.
- Support the management of contracts, including preparation, monitoring and following up with contracted providers as required.
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Team

- Work collaboratively across the Integrated Care and Mental Health Directorates as required.
- Be a flexible and resilient team member, working to support collaboration and integration within the workplace and complete other duties as requested.
- Participate in regular reviews of performance and demonstrate a willingness to close learning and capability gaps.
- Participate in regular team meetings and other organisational and stakeholder meetings as required.

Organisational

- Work towards the achievement of EMPHN Mission and Vision and the attainment of our key Strategic Priorities.
- Comply with all EMPHN’s policies and procedures.
- Work in a manner which upholds EMPHN Values of Leadership, Collaboration, Outcomes and Understanding.
- Maintain strict confidentiality while employed at EMPHN, and at times thereafter, as to the organisation’s membership list, data, operating procedures, financial and employee information.

Health and Safety

- Adhere to all EMPHN Health and Safety policies and procedures and any relevant legislation regarding health, safety and environment.
- Take all reasonable care for your own and other’s Health and Safety.
- Take a proactive approach to EMPHN health and safety initiatives.

Qualifications

- Relevant qualifications in business, commerce or administration.

Knowledge, Skills & Experience

- Previous experience in primary health care and / or education sector desirable.
- Project management and/or contract management experience desirable.
- Proficiency in MS Office suite – Word, Excel, Outlook, PowerPoint.
- Demonstrated ability to work proactively and set priorities.
- Well-developed communication and interpersonal skills.
- High level of accuracy and attention to detail.
- Strong written and verbal communication skills and the ability to prepare quality reports and submissions.
- Self-motivated with the ability to work independently and as part of a team to achieve organisational and program specific goals.