

Employment

Position Description

Position:	Project Coordinator – Primary Health Care
Award:	Health Professionals and Support Services Award
Classification:	As per Award
Status:	As per Contract of Employment
Qualifications:	Formal qualification in project management, business or similar, or extensive project management experience in primary health care setting.

Position Objective(s)

Working closely with the Director of Projects, the primary objective of this role is to drive the implementation and continual improvement of the risk management and quality performance across the primary care setting of the organisation.

Lyndoch Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, "nine pillars" have been identified.

One Team

We value and recognise individuality as a vital part of developing a unified voice.

Pride

We support pride and passion in our work and in doing so, we attract others who share our values.

Welcoming Workplace

We encourage warm, friendly and respectful interactions across all aspects of our service.

Yes Culture

We always start with 'yes' in every deliberation.

Customer Service

We ensure that customers feel engaged and valued in every interaction.

Innovation

We will enhance our services and exceed customers' expectations, by embracing innovation and fresh ideas.

Fun and Enjoyment

We recognise that fun and enjoyment are critical to success.

Social Purpose

Through the social conscience of our staff and consumers we actively engage with causes that impact our local community

Safety

We actively promote safety through the provision of innovative and high quality training, monitoring of risk, and compliance with OHS regulations

Key Responsibilities and Duties

- In collaboration with the Primary Health Care leadership team, drive transformational change encompassing Risk Management, Quality Improvement & Continuous Improvement initiatives required to support Primary Care Services.
- In consultation with the Primary Health Care leadership team, coordinate a range of projects across the organisation functions to achieve and/or exceed accreditation standards.
- As part of the agreed projects, set priorities, monitor work flow and develop strategies or work practices to achieve agreed project outcomes.
- Provide strategic leadership and sophisticated engagement with stakeholders that is influential and innovative in developing strategies/project outcomes.
- In collaboration with the Primary Health Care leadership team lead, foster and develop a culture of best practice Risk Management and Continuous Improvement across the organisation.
- In collaboration with the Primary Health Care leadership team, develop and maintain a Risk Management systems, within the primary care setting, by analysing and

interpreting the relevant legislation and standards. In consultation with the CEO and Executive Team, implement the recommendations as agreed.

- Develop and maintain safe work practices, within the primary care settings, with a focus on employee safety and wellness.
- Develop audit schedules, monitor risk audits and report outcomes and mitigation strategies to ensure primary care compliance with AGPAL Accreditation Standards.
- Develop and implement programs and activities that will promote risk management as a core value in the primary care setting.

Organisational Relationships

Reports to:	Director of Projects – Integrated Primary Health Care
Supervises:	Nil
Internal Contacts:	All Lyndoch Primary Care Staff
External Contacts:	Members of the community, General Practitioners, contractors, suppliers and consumers

Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Formal qualifications in project management or extensive experience in project management in a primary health care setting.
- Demonstrated capacity to lead and motivate individuals including across all levels
- Exercise judgment
- Advanced reporting, analytical and presentation communication skills
- Working knowledge of the AGPAL accreditation standards
- Advanced skills in MS Office Suite
- Demonstrated ability to investigate interpret/evaluate information where legislation, regulations, instructions or procedural guidelines do not give adequate or specific answers.

Management/ Interpersonal Skills

The following management skills are required to be utilised:

- Demonstrated ability to negotiate and positively influence and motivate others to make a significant change in continuous improvement
- Highly developed skills in change management strategies to drive organisational wide change

- The ability to foster and develop a working environment which actively promotes collaborative performance and values based culture.
- Communicates a vision of continuous improvement that generates culture change
- Excellent communication and interpersonal skills including demonstrated experience in liaising with employees, consumers, stakeholders and the wider community
- Ability to understand and utilise knowledge and skills offered by internal and external stakeholders where required
- Ability to build relationships that facilitate cooperation, respect and transformational change

General

- Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures
- Participate in quality activities within the work area to improve the efficiency of the Department
- Participate in relevant training to ensure continued professional development for the betterment of the organisation
- There is an expectation that the role will include direction to perform other duties that must be reasonable in relation to the employee’s skills and abilities

Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)	
Signature	Date

Authorised by: Director of Projects – Integrated Primary Health Care
 Date: October 2020

General Conditions of Employment

Terms and Conditions of Employment

The conditions of employment are in accordance with the relevant Award and Agreement to which you are employed under. Copies of Awards and Agreements are available from the Human Resources Department.

Performance Review

In order to assist your development in your role, your manager and you will annual review your personal effectiveness in your role.

The performance review is a formal means of receiving feedback on your performance and of discussing training, development and career opportunities.

Probationary Period

This position is subject to a six (6) month probationary period during which time mutual suitability will be determined. During the probationary period either party may terminate the employment by giving two weeks' notice in writing.

At the expiration of the probationary period, should the appointment be confirmed, the terms of the Position Description and these Conditions of Employment will continue to apply to your employment.

Termination

Employment may be terminated in accordance with the provisions of the relevant Agreement.

Policy and Procedures of the Employer

The Employer directs you to abide by the policies and procedures of the Employer as varied from time to time.

Apparel and Equipment

You are required to use/wear safety equipment and apparel provided to you by the Employer and to abide by all the Employer's safety rules and regulations.

Notification of Prior Injury

Under the Accident Compensation Act 1985, the Employer requires you to disclose all pre-existing injuries and diseases which you foresee could be affected by the nature of your employment. Failure to do so may render you ineligible for Workers' Compensation in some circumstances. You are required to complete and return the Pre-injury Declaration Form as attached.

Pre-existing Injury Declaration Form

Please complete and return with your Application for Employment

In accordance with s.82(7)-(9) of the *Accident Compensation Act* 1985 (Vic) ("the Act"), you are required to disclose any or all pre-existing injuries, illness or disease (pre-existing conditions) suffered by you which could be accelerated, exacerbated, aggravated or caused to recur or deteriorate by your performing the responsibilities associated with the employment for which you are applying with Lyndoch HealthCare ("the employment")

In making this disclosure, please refer to the attached position description, which includes a list of responsibilities and physical demands associated with the employment.

Where you have a pre-existing condition, consideration will be given to reasonable modification to the environment or tasks if at all possible or practicable.

Please note that, if you fail to disclose this information or you provide false and misleading information in relation to this issue under s.82(8) and s.82(9) of the Act you and your dependents may not be entitled to any form of workers compensation as a result of the recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing condition arising out of, in the course of, or due to the nature of your employment.

Please note that the giving of false information in relation to your application for employment with Lyndoch HealthCare may constitute grounds for disciplinary action including termination of your contract.

Employee Declaration

I _____ (print name) declare that:

I have read and understood this form, position description and have discussed the employment with Lyndoch HealthCare. I understand the responsibilities and physical demands of the employment.

I acknowledge that I am required to disclose all pre-existing conditions which I believe may be affected by me undertaking the employment.

I acknowledge that failure to disclose the information or providing false and misleading information may result in invoking section 82(7)-(9) of the *Accident Compensation Act* 1985



(Vic) which may disentitle me or my dependents from receiving any workers compensation or any pre-existing condition which I may have arising out of, in the course of, the employment.

Please delete whichever of the following statement is **NOT** applicable

I have suffered no prior injuries that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

OR

I have suffered the following conditions that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

Please list details for all pre-existing conditions

I acknowledge and declare that the information provided in this form is true and correct in every particular.

Applicants Signature

Print name of Applicant

Witness Signature

Print name of Witness

Date

Date

Office Use Only

Additional Comment/ Requisite Modifications
(To be completed by Senior Manager/ CEO)
