

Employment

# Position Description

<b>Position:</b>	Primary Care Project Manager
<b>Award:</b>	Health Professionals and Support Services Award 2020
<b>Classification:</b>	As per Award
<b>Status:</b>	As per Contract of Employment
<b>Qualifications:</b>	Tertiary qualifications in Business Management, Project Management or Health Management with a minimum of 5 years post graduate experience.

## Position Objective(s)

The primary objective of this role is to provide strategic leadership and sophisticated engagement with stakeholders that is influential and innovative in developing strategies/project outcomes to drive transformational change that support and grow the Primary Care Service division.

## Lyndoch Living 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

1. Utilise effective analysis, strategic planning, critical thinking skills and strong exploratory processes to develop, promote and implement business cases for identified strategies
2. Source, develop, manage and maintain key, senior relationships directly with business partners and key external partnerships and/or collaboration initiatives to drive transformational growth across the primary care setting.
3. Develop, administer, monitor & measure professional services proposals and high level project plans implemented.
4. Develop and manage internal capability and resources to meet anticipated future developments
5. Negotiate professional service agreements, statement of works and other contract documents.
6. Maintain knowledge of marketing issues, industry trends, competitive information, customer expectations, public policy & other market drivers
7. Construct reports on project progress and outcomes as required.
8. Lead, foster and develop a culture of best practice, risk management and continuous improvement across project delegations.

9. Develop and maintain 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, implementing the recommendations as agreed.
10. Develop and maintain safe work practices, within the primary care settings, with a focus on employee wellness

## Organisational Relationships

<b>Reports to:</b>	Director Projects: Integrated Primary Healthcare
<b>Supervises:</b>	Project team members
<b>Internal Contacts:</b>	All Lyndoch Primary Healthcare staff and General Practitioners
<b>External Contacts:</b>	Members of the community, Allied Health Practitioners, Specialists relevant funding bodies and identified referral agents.

## Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Degree in Business Management, Project Management or Health Discipline; minimum 5 years post graduate experience
- Demonstrated ability to provide strategic, analytical and innovative skills in leading project management.
- Demonstrated capacity to lead and motivate individuals across all disciplines
- Superior reporting, analytical and multidimensional management skills
- Advanced skills in MS Office Suite

## 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

- Superior communication and interpersonal skills including demonstrated experience in liaising with employees, clients, 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
- Self-starter attitude with the ability to work in a dynamic environment

## 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: Chief Executive Officer

Date: September 2021