

JOB AND PERSON SPECIFICATION

1. POSITION DETAILS			
Position Title	Innovation and Design Officer (Mental Health)	Date Approved	
Portfolio	Innovation and Design	Status of Employment	
			(Possibility of extension subject to continued funding)
2. POSITION CONTEXT			
Organisational overview	<p>Why We Exist To connect the Primary Health Care system and improve the health and wellbeing of our community.</p> <p>Our Team Values</p> <ul style="list-style-type: none"> • We actively listen and communicate with empathy and respect. • We do what we say we will do. • We take time to build relationships. • We deliver work to high standards for best possible outcomes. • We find ways to communicate and collaborate within and across teams, to ensure a shared understanding. • We undertake our roles with a positive, can do attitude and genuine desire to help each other • We are resourceful and solution focused. 		
Job purpose statement	The innovation and design portfolio ensures that available evidence and intelligence, local population health and national priorities and quality principles are combined to design, co-develop and capacity build services to support an integrated and coordinated Primary Health Care system.		
Reporting/working relationships	<p>Reports to:</p> <ul style="list-style-type: none"> • Executive Manager Innovation and Design 		
Line management responsibility	N/A		
Special conditions	<ul style="list-style-type: none"> • Some out of hours' work may be required. • Intrastate and interstate travel may be necessary. • Must possess a current Driver's Licence & insurance and prepared to use own vehicle. • Must maintain a current Police clearance. • APHN is a smoke free workplace. • Participate in Performance Review & Development process. 		

3. ESSENTIAL MINIMUM CAPABILITIES

Skills and abilities	<ul style="list-style-type: none">• Ability to apply an in-depth understanding of the primary mental health sector, local needs assessment information and available evidence to create innovative design solutions• A passion and commitment to improving primary health outcomes within our community.• Ability to support APHN objectives to deliver outcomes within a tight timeframe and displaying behavioural flexibility.• Demonstrated ability to work as a member of teams and across multi-disciplinary teams with competing priorities.• Exceptional communications skills and proven ability to develop relationships and work collaboratively.
Experience	<ul style="list-style-type: none">• Demonstrated experience working in Primary Health Care• Demonstrated experience using standard project management techniques and knowledge or the ability to rapidly acquire knowledge of basic scoping methodologies
Knowledge	<ul style="list-style-type: none">• Strong information, technology and information management skills, with experience in the use of Outlook, Word, Excel and Power Point
Qualifications:	<ul style="list-style-type: none">• Relevant tertiary qualifications in a health field

4. DESIRABLE CHARACTERISTICS

Attributes/experience	<ul style="list-style-type: none">• A sense of humour.
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5. ORGANISATIONAL REQUIREMENTS

Compliance	<ul style="list-style-type: none">• Employees must support the aims and objectives of APHN through understanding and implementation of the APHN Strategic Plan and Objectives.• Be aware of and adhere to APHN's policies and procedures.• Display a commitment and passion for APHN Values.
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6. KEY RESULTS, ACCOUNTABILITIES AND PERFORMANCE INDICATORS		
Key Result Area	Accountabilities and Outcomes <i>(What is to be achieved – responsibilities and duties)</i>	Key Performance Indicator <i>(This is the measurement criteria for how each accountability/responsibility is achieved)</i>
Capacity building	1. Ensure design and re-design is informed by evidence and evaluation outcomes which build resilient and sustainable primary health care services.	1. Evidence of capacity building of the organisation, community and primary care sector.
	2. Designs are reflective of the current capacity of primary care and outline methods to build further capacity to achieve desired outcomes.	
Effective engagement and partnership	1. Identify and understand key partners and stakeholders as well as engagement opportunities, and collate the findings for the purposes of informing flexible and responsive design/re-design.	1. Contribution to partnership and engagement for the purposes of design and co-design.
	2. Supporting internal/external understanding of Primary Health Care design and opportunities for engaging/partnering in this area.	
Integration	1. Consultation with community stakeholders, primary health care and the acute care system for service development, co-design and re-design	1. Lead and contribute to approaches and processes that support an integrated PHC system.
	2. Identifying and integrating evidence-based models of care and frameworks, highlighting and supporting innovation, best practice, clinical guidelines and local case studies	
Quality effectiveness and efficiency	1. Ensuring evidence based frameworks and best practice approaches to Adelaide PHN design	1. Lead the design of services ensuring that quality principles are embedded.
	2. Planning and designing (including co-design and re-design) of services and projects in response to population health and membership priorities and Commonwealth and State primary health care reforms	
Innovative design	1. Investigating and implementing innovative approaches to address identified service gaps, removing duplication and maximising efficiencies	1. Lead change and improvement through innovative design.
	2. Investigating and implementing innovative approaches to support primary health care reform strategies and initiatives	

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Information management	1. Utilising quantitative and qualitative data and information to inform design and re-design.	1. Contribution to collection analysis, dissemination and use of information for the purposes of design and evaluation improvement.
	2. Sharing of knowledge and participating in knowledge transfer.	
Communication and marketing	1. Providing program and project updates as relevant to internal and external newsletters, information platforms and website.	1. Contribution to organisational strategies and activities in relation to communication and marketing.
	2. Doing good, being good, feeling good.	

7. ACKNOWLEDGEMENT AND APPROVAL

Key results and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Job & Person Specifications will be reviewed in line with Performance Review & Development Appraisals unless required earlier.

ACKNOWLEDGED BY EMPLOYEE:		Date:	Signature:
APPROVED BY CEO:	Deb Lee	Date:	Signature: