

# JOB AND PERSON SPECIFICATION

1. POSITION DETAILS	
<p><b>Position Title:</b> Development and Commissioning Officer</p> <p><b>Portfolio:</b> Development and Commissioning</p>	<p><b>Date Approved:</b></p> <p><b>Status of Employment:</b> Contract position to 30 June 2019 (Subject to ongoing funding)</p>
2. POSITION CONTEXT	
<b>Organisational Overview</b>	<p><b>Why We Exist</b> To connect the Primary Health Care system and improve the health and wellbeing of our community.</p> <p><b>Our Team Values</b></p> <ul style="list-style-type: none"> <li>• We actively listen and communicate with empathy and respect.</li> <li>• We do what we say we will do.</li> <li>• We take time to build relationships.</li> <li>• We deliver work to a high standard for best possible outcomes.</li> <li>• We find ways to communicate and collaborate within and across teams, to ensure a shared understanding.</li> <li>• We undertake our roles with a positive, can do attitude and genuine desire to help each other</li> <li>• We are resourceful and solution focused.</li> </ul>
<b>Job Purpose Statement</b>	The Development and Commissioning Officer ensures that services, activities and initiatives designed to be commissioned are developed to the stage that they can be procured ensuring they comprise high quality evaluation and research methodology, cost benefit analysis and are aligned with, and monitored against, the strategic plan and objectives of the Adelaide PHN.
<b>Reporting/Working Relationships</b>	<p>Reports to:</p> <ul style="list-style-type: none"> <li>• Executive Manager Development and Commissioning</li> </ul>
<b>Line Management Responsibility</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Some out of hours work may be required for which time off in lieu may be taken</li> <li>• Intrastate and interstate travel may be necessary.</li> <li>• Must possess current Driver's Licence and be prepared to use vehicle (reimbursement of kilometre costs will be made in accordance with the relevant Award)</li> <li>• Must maintain a current Police clearance.</li> <li>• APHN is a smoke free workplace.</li> <li>• Participate in Performance Review &amp; Development process.</li> </ul>

### 3. 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>
<b>Professional Development</b>	<ol style="list-style-type: none"> <li>Participate in the Development and Commissioning portfolio's commitment to continuing professional development by attending team and staff meetings, and staff training and development as required.</li> </ol>	<ol style="list-style-type: none"> <li>Attended and contributed to team meetings, attended conferences/workshops relevant to role, and attended APHN staff meetings and/or training as required.</li> </ol>
<b>Quality Improvement</b>	<ol style="list-style-type: none"> <li>Prepare, coordinate and review policies and procedures to achieve and maintain good governance and leadership.</li> <li>Conduct six-monthly review of APHN Commissioning Governance Framework.</li> <li>Participate in six-monthly review of commissioned organisations with Development and Commissioning team</li> </ol>	<ol style="list-style-type: none"> <li>Procurement policies and procedures prepared and reviewed six-monthly</li> <li>APHN Commissioning Governance Framework formally reviewed each six months and alterations made as required</li> <li>Review of commissioned organisations conducted each six months and recommendations communicated to Executive Management Team.</li> </ol>
<b>Relationships</b>	<ol style="list-style-type: none"> <li>Work collaboratively with Innovation &amp; Design and Community Collaborations portfolios in the commissioning of services and projects.</li> <li>Commission services and projects in a manner which promotes confidence in APHN from the service provider market.</li> <li>Liaise and collaborate with formal or informal network of commissioning organisations including PHNs.</li> </ol>	<ol style="list-style-type: none"> <li>Project plans/email records demonstrate Development and Commissioning Officer's active input to design phase of commissioning of services and projects.</li> <li>Recommendations from D&amp;C officers are consistent with Approach to Market policy principles of accountability and transparency.</li> <li>Attended and contributed to meetings and forums for formal and informal commissioning networks.</li> </ol>
<b>Data and Research</b>	<ol style="list-style-type: none"> <li>Contribute to needs assessment research as part of the Development and Commissioning portfolio</li> </ol>	<ol style="list-style-type: none"> <li>Research documents/email/calendar records demonstrate Development and Commissioning Officer's active input to needs assessment phase.</li> </ol>
<b>Development</b>	<ol style="list-style-type: none"> <li>Assist the Innovation &amp; Design portfolio, in conjunction with the Community Collaborations portfolio, in design of APHN services and projects including:               <ol style="list-style-type: none"> <li>identification of commissioning options; and</li> <li>participation in an iterative approach to design and development.</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>Project plans/email/calendar records demonstrate Development and Commissioning Officer's active input to design phase of commissioning of services and projects, including identification of commissioning options.</li> </ol>

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<b>Commissioning</b>	<ol style="list-style-type: none"> <li>1. Develop the APHN Commissioning Governance Framework, with particular emphasis on policies and tools for the procurement phase.</li> <li>2. Facilitate the use of the APHN Commissioning Governance Framework including working with staff from Innovation &amp; Design and Community Collaborations portfolios to:               <ol style="list-style-type: none"> <li>a. understand the phases of commissioning;</li> <li>b. identify roles; and</li> <li>c. identify points of collaboration.</li> </ol> </li> <li>3. Coordinate the procurement of commissioned services and projects including:               <ol style="list-style-type: none"> <li>a. develop invitation to apply documents;</li> <li>b. develop and coordinate communication strategies for the approach to market;</li> <li>c. coordinate assessment of applications; and</li> <li>d. preparation of contractor agreement schedules for successful applicants.</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. APHN Commissioning Governance Framework endorsed by the APHN CEO and Board.</li> <li>2. Staff from Innovation &amp; Design and Community Collaborations portfolios can demonstrate that they:               <ol style="list-style-type: none"> <li>a. understand the phases of commissioning;</li> <li>b. identify roles; and</li> <li>c. identify points of collaboration.</li> </ol> </li> <li>3. Procurement of services and projects includes:               <ol style="list-style-type: none"> <li>a. clear invitation to apply documents;</li> <li>b. consistent application of the communication strategy to each procurement process;</li> <li>c. application assessment processes consistently follow policy;</li> <li>d. contractor agreement schedules are developed according to Contracts and Compliance Officer requirements.</li> </ol> </li> </ol>
<b>Contracts and Compliance</b>	<ol style="list-style-type: none"> <li>1. Contribute to contract development and compliance management within the Development and Commissioning portfolio.</li> </ol>	<ol style="list-style-type: none"> <li>1. Email/calendar records demonstrate Development and Commissioning Officer's active input to contract development and compliance matters when requested.</li> </ol>
<b>Evaluation</b>	<ol style="list-style-type: none"> <li>1. Contribute to the development of evaluation strategies at the project and organisational level in collaboration with the Research and Evaluation Officer and the Innovation &amp; Design/Community Collaborations portfolios.</li> </ol>	<ol style="list-style-type: none"> <li>1.a Development and Commissioning Officer provides input into Project logic development in the design phase, in collaboration with Innovation &amp; Design portfolio.</li> <li>1.b Evaluation Framework is developed with input from Development and Commissioning Officer.</li> </ol>

4. ESSENTIAL MINIMUM CAPABILITIES			
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• A passion and commitment to improving primary health outcomes within our community.</li> <li>• Ability to support APHN objectives to deliver outcomes within a tight timeframe and displaying behavioural flexibility.</li> <li>• Demonstrated ability to work as a member of teams and across multi-disciplinary teams with competing priorities.</li> <li>• Exceptional communications skills and proven ability to develop relationships and work collaboratively.</li> <li>• Capacity to analyse data and systems.</li> <li>• Strategic thinking and planning.</li> <li>• Capacity to develop relationships and to work collaboratively within the organisation and externally.</li> <li>• Experience in change management.</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Health project management</li> <li>• Procurement strategy and processes</li> </ul>		
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Extensive knowledge of the Australian primary health care sector</li> <li>• Working knowledge of the principles of commissioning, and population health planning in particular</li> </ul>		
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Postgraduate qualifications in public health, evaluation or public/health sector management or significant relevant experience in these sectors.</li> </ul>		
5. DESIRABLE CHARACTERISTICS			
<b>Attributes/Experience</b>	<ul style="list-style-type: none"> <li>• A sense of humour</li> <li>• Commitment to improving health outcomes for vulnerable populations</li> </ul>		
6. ORGANISATIONAL REQUIREMENTS			
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Employees must support the aims and objectives of APHN through understanding and implementation of the APHN Strategic Plan.</li> <li>• Be aware of and adhere to APHN's policies and procedures.</li> <li>• Display a commitment and passion for APHN Values.</li> </ul>		
7. ACKNOWLEDGEMENT AND APPROVAL			
<p><i>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 &amp; Person Specifications will be reviewed in line with Performance Review &amp; Development Appraisals unless required earlier.</i></p>			
<b>ACKNOWLEDGED BY EMPLOYEE:</b>		<b>Date:</b>	<b>Signature:</b>
<b>APPROVED BY CEO:</b>	<b>Deb Lee</b>	<b>Date:</b>	<b>Signature:</b>