

JOB AND PERSON SPECIFICATION

1. POSITION DETAILS		
Position Title	Collaborations Officer	Date Approved
Portfolio	Community Collaborations	Status of Employment Contract position up to 30 June 2018
		(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	<p>The Collaborations Officer contributes to the promotion, development and implementation of stakeholder engagement strategies to support the strategic direction of Adelaide PHN by:</p> <ul style="list-style-type: none"> • Developing and evaluating effective partnership and engagement frameworks and undertaking partnership activities to ensure Adelaide PHN is well informed and well connected; • Facilitating effective engagement with peak health and community stakeholders, influencing and persuading key external stakeholders to act on behalf of communities at risk to address and improve quality primary health care delivery; • Developing, implementing and evaluating strategies to ensure an integrated approach to stakeholder engagement opportunities and the effective management of information through this process; • Leading the planning and coordination of the Membership Model and Membership Advisory Council; • Facilitating in collaboration with team members maximum engagement of the Membership Groups enabling them a voice in strategic planning and collaborative action to improve primary health care in the metropolitan region of Adelaide
Reporting/working relationships	<p>Reports to:</p> <ul style="list-style-type: none"> • Executive Manager Community Collaborations
Line management responsibility	N/A

2. POSITION CONTEXT

Special conditions

- Some out of hours work may be required for which time off in lieu may be taken.
- Intrastate and interstate travel may be necessary.
- Must possess a current Driver's Licence and be prepared to use vehicle (reimbursement of kilometre costs will be made in accordance with the relevant Award).
- Must maintain a current Police clearance.
- APHN is a smoke free workplace.
- Participate in Performance Review and Development process.

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>
Professional Development	1. Participate in the Community Collaborations portfolio's commitment to continuing professional development by attending team and staff meetings and staff training and development as required.	1. Attended and contributed positively to team meetings, attended conferences/workshops relevant to role, and attended APHN staff meetings and/or training as required.
Membership: Planning for the overall functioning of the Membership Model	1. Contribute to a model and process for the effective functioning of the Membership Model. 2. Establish, support and review Adelaide PHN Health Priority Groups, in collaboration with other APHN staff, within the overall Membership Group processes and mechanisms for decision-making input to the Adelaide PHN Board. 3. Ensure HPG engagement in population health planning and needs assessment processes, service innovation, advocacy and collaboration.	1. Well co-ordinated and planned Membership Model mechanisms for decision making input to the APHN Board are established, managed and reviewed. 2. HPG members are appropriately skilled and supported to provide advice to Adelaide PHN planning.
Partnership Management and Stakeholder Engagement	1. Develop partnerships and collaborative relationships to optimise the reach and influence of the Adelaide PHN. 2. Work collaboratively across Portfolios to ensure APHN Commissioning and engagement processes are informed by stakeholder knowledge and IP 3. Maintain productive working relationships across government, non-government and private stakeholders to enable an integrated approach to support projects and service delivery where possible. 4. Maintain productive and positive collaborative working relationships with all APHN staff and teams to contribute to a positive culture	1. Key stakeholders are engaged through the membership and partnership models and commissioning processes and contribute to setting strategic directions and achieving outcomes. 2. Information is appropriately recorded, managed and stored. 3. Quality partnership and engagement processes are developed and evaluated
Strategic Planning	1. Ensure coordinated stakeholder engagement and communication in line with Adelaide PHN Needs Assessment and Activity Work plans. 2. Ensure alignment with National, State and Local primary health objectives, priorities and outcomes.	1. Stakeholder input into Adelaide PHN Needs Assessment and Activity Work plans and Commissioning processes. 2. Adelaide PHN engagement is supported by communications activities.

4. ESSENTIAL MINIMUM CAPABILITIES

Skills and abilities	<ul style="list-style-type: none"> • 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. • Ability to engage and collaborate with a wide range of stakeholders. • Ability to research and implement different stakeholder engagement strategies to suit all populations and issues. • Demonstrated ability to consult with stakeholders and facilitate advisory groups and workshops. • Proven project management skills. • Proven analytical and decision making skills.
Experience	<ul style="list-style-type: none"> • Extensive experience in establishing, coordinating, implementing and evaluating innovative strategies for stakeholder engagement and partnership development. • Experience in building strategic relationships and partnerships with a wide range of stakeholders, including health care providers, community services, government and non-government departments. • Experience in project management. • Experience in a similar role, preferably within a health and community service sector is desirable.
Knowledge	<ul style="list-style-type: none"> • Working knowledge of principles, models and practices of stakeholder engagement. • Strong understanding of contemporary consultations principles, techniques and practices. • Knowledge of market research, change management and continuous improvement.
Qualifications:	<ul style="list-style-type: none"> • Appropriate tertiary qualifications and/or experience is desirable.

5. DESIRABLE CHARACTERISTICS

Attributes/experience	<ul style="list-style-type: none"> • A sense of humour.
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6. 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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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: