

JOB AND PERSON SPECIFICATION

1. POSITION DETAILS			
Position Title	Partnership Facilitator	Date Approved	
Portfolio	Partnership and Engagement	Contract Period	Contract position up to 30 June 2021
2. POSITION CONTEXT			
Organisational overview	Why We Exist To connect the Primary Health Care system and improve the health and wellbeing of our community. We will: <ul style="list-style-type: none"> • Connect and facilitate a quality health system • Ensure that you are heard, consulted and empowered • Work with you to improve your health outcomes • Improve your experience of the health system and your health outcomes • Ensure health providers work together • Respond to health needs of the most vulnerable in our community. 		
	Our Team Values <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 Partnership Facilitator contributes to the development of partnerships and engagement for more integrated primary health care services to support the strategic direction and priority areas of Adelaide PHN by: <ul style="list-style-type: none"> • Identifying relevant local organisations that will add value to our work and the advancement of our strategic objectives and priority areas. • Building, enhancing and sustaining meaningful partnerships that explore collaboration, integration and the achievement of mutual goals for the Adelaide metropolitan community. • Providing and facilitating genuine engagement that provides up to date information, opportunities and innovative co design participation. • Promoting the key benefits of genuine participation, partnership, collaboration and engagement across our stakeholders. • Co-ordinating and facilitating the APHN Membership meetings, actions and communication. • Working closely internally to develop integrated approaches to stakeholder engagement. • Manage, collect and analyse all stakeholder data. 		
Reporting/working relationships	Reports to: <ul style="list-style-type: none"> • Executive Manager Partnership and Engagement 		
Special conditions	<ul style="list-style-type: none"> • Some out of hours' work may be required. • Intrastate and interstate travel may be necessary. 		

	<ul style="list-style-type: none"> • Appointment is made subject to ongoing satisfactory screening and criminal history checks. • Must hold and maintain a current Driver's Licence & insurance. • Must be able to use own vehicle (reimbursement of kilometre costs made in accordance with the ATO). • APHN is a smoke free workplace. • Participate in Performance Review and Development process every 6 months.
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3. 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 and achieve APHN strategic objectives to deliver outcomes in tight time frames. • Demonstrated ability to work within a team, and in cross-portfolio teams and groups. • Exceptional communications skills both written and verbal and proven ability to develop and communicate APHN key messages. • Ability to engage and collaborate with a wide range of stakeholders and community. • Proven ability to build, nurture and sustain genuine partnerships and stakeholder relationships. • Demonstrated ability to consult and facilitate advisory groups and workshops. • Proven analytical and decision-making skills.
Attributes	<ul style="list-style-type: none"> • A sense of humour. • Behavioural flexibility.
Experience	<ul style="list-style-type: none"> • Extensive experience in establishing, coordinating, implementing and evaluating innovative strategies for stakeholder engagement. • Experience in establishing, facilitating and maintaining partnerships, networks and advisory groups. • Experience in a similar role, preferably within a health and community service sector is desirable.
Knowledge	<ul style="list-style-type: none"> • Working knowledge and understanding of stakeholder engagement and partnership principles, models and practices. • Sound knowledge of the primary health care sector.
Qualifications:	<ul style="list-style-type: none"> • Appropriate tertiary qualifications or relevant experience.

4. 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. • Participate in APHN Quality Improvement • Demonstrate a commitment for our APHN Values.
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5. ACKNOWLEDGEMENT AND APPROVAL

Key results & 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.

Employee:		Signature:	Date:
Manager:		Signature:	Date:
CEO:	Deb Lee	Signature:	Date:

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>
Partnership and engagement	Identify key partners across priority areas and build strong relationships.	Partnerships relationships are identified, and actions documented and progressed. % rate indicator increases to be set annually.
	Develop and implement stakeholder engagement plans for projects.	Stakeholder communication and engagement plans are developed for all commissioning processes.
	Lead and contribute to development, implementation and evaluation of effective stakeholder meetings and processes.	Stakeholder meetings provide input into strategic and operational planning.
Integration	Manage community stakeholder relationships and partnerships to contribute to better integrated systems.	Integration and collaboration activities are implemented. % rate indicators to be set annually.
Innovative design	Gain stakeholder input into design of services and service systems.	Key stakeholder input into proposals and projects is achieved.
Capacity building	Build capacity of stakeholders to understand our business and key messages as a foundation for integration.	Key messages are delivered to key stakeholders.
	Participate in the Partnership and Engagement portfolio's commitment to continuing professional development by attending team and staff meetings and staff training and development as required.	Constructive participation in team and staff meetings, professional development and training attendance.
Communication and marketing	Effectively communicate key messages to stakeholders to support high quality engagement.	Communication platforms are utilised regularly, and analytics collected to support same.
	Engage internally to maximise the outcomes of stakeholder engagement.	Information is provided into needs assessments, proposals, market sounding, design, commissioning, partnerships.
Quality effectiveness and efficiency	Undertake development and review of effective partnership and engagement processes.	Effectiveness of engagement and partnership processes are continuously improved.
Information management	Accurately document and share information sourced from stakeholders, to inform strategic and operational needs.	CRM is used effectively and efficiently as the stakeholder information management tool and analytics are collected to support evidence.