

# JOB AND PERSON SPECIFICATION

1. POSITION DETAILS			
<b>Position Title</b>	<b>Capacity Building Coordinator – Care Finder Program</b>	<b>Date Approved</b>	
<b>Portfolio</b>	<b>Integration Portfolio- Older Person, Aged Care &amp; Palliative Care Team</b>	<b>Contract Period</b>	1 FTE Contract Position to 30 June 2025, subject to ongoing Adelaide PHN Funding
<b>Classification</b>	Level 5 or 6 (commensurate with skills and experience of successful applicant)	<b>Salary Range</b>	Level 5 (\$80-94,000); Level 6 (\$95-105,000) commensurate with skills and experience of successful applicant
<b>Version update</b>	1	<b>J&amp;P last updated</b>	<b>June 2022</b>
2. POSITION CONTEXT			
<b>Organisational overview</b>	<b>Vision</b> A Healthier Adelaide by 2030		
	<b>Mission</b> We will: <ul style="list-style-type: none"> <li>• Connect and facilitate a quality health system</li> <li>• Ensure that you are heard, consulted and empowered</li> <li>• Work you to improve your health outcomes</li> <li>• Improve your experience of the health system and your outcomes</li> <li>• Ensure health providers work together</li> <li>• Respond to health needs of the most vulnerable in our community.</li> </ul>		
	<b>Our Signature Behaviours</b> <ul style="list-style-type: none"> <li>• Do what we say we will do.</li> <li>• We are consistently transparent and timely.</li> <li>• We use our people and resources wisely.</li> <li>• Work, achieve and celebrate together.</li> </ul>		
<b>Job purpose statement</b>	<p>The Capacity Building Coordinator – Care Finder Program will work in the Commonwealth funded Care Finder program and will be responsible for the coordination and monitoring of this Commonwealth funded new aged care program (Care Finder) to be delivered through PHNs, including but not limited to:</p> <ul style="list-style-type: none"> <li>• assisting to establish and maintain a network of Care Finder organisations across our Adelaide PHN region to provide specialist and intensive assistance to help people within the Care Finder Target Population to understand and access aged care and connect with other relevant supports in the community;</li> <li>• working closely with key internal personnel and cross-sector organisations to identify local Care Finder needs, understand gaps, determine priorities, and implement solutions across Adelaide PHN;</li> <li>• facilitating and managing multiple contracts within the Care Finder program and proactively identifying opportunities for service improvement and integration;</li> <li>• applying project management principles and methodologies to develop, coordinate, refine, and implement the program;</li> <li>• proactively connecting with others to gather perspectives and support the Adelaide PHN to build relationships and strengthen networks; and</li> <li>• meeting data reporting requirements and supporting continuous improvement of the program.</li> </ul>		

<b>Reporting/working relationships</b>	<p>Reports to:</p> <ul style="list-style-type: none"> <li>• Executive Manager Integration via Older Persons, Aged Care and Palliative Care Lead</li> <li>• Relationships:</li> <li>• Works closely with relevant staff involved in the Adelaide PHNs older persons, aged care and palliative care programs.</li> <li>• Works with staff across Adelaide PHN collaboratively.</li> </ul>
<b>Special conditions</b>	<ul style="list-style-type: none"> <li>• Some out of hours' work may be required.</li> <li>• Intrastate and interstate travel may be necessary.</li> <li>• Appointment is made subject to ongoing satisfactory screening and criminal history checks.</li> <li>• Must hold and maintain a current Driver's Licence &amp; insurance.</li> <li>• May be required to use own vehicle (reimbursement of kms costs made in accordance with the ATO).</li> <li>• May be required to work within other Adelaide PHN programs as required.</li> <li>• Adelaide PHN is a smoke free workplace.</li> <li>• Participate in Performance Review &amp; Development process.</li> <li>• Working with Vulnerable People registration (or equivalent) including a police check as required.</li> <li>• An up-to date COVID-19 and Influenza vaccination is a requirement of this position.</li> </ul>

### 3. ESSENTIAL MINIMUM CAPABILITIES

<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• A passion and commitment to improving the experience of older people accessing aged care services within our community.</li> <li>• Ability to support Adelaide PHN objectives to deliver outcomes within required timeframes.</li> <li>• Exceptional communication skills both written and verbal, and the ability to communicate Adelaide PHN key messages.</li> <li>• Demonstrated ability to engage, partner and collaborate with a wide range of stakeholders and community groups.</li> <li>• Demonstrated ability to work within a team, and in cross-portfolio teams and groups.</li> <li>• Demonstrated problem solving and analytical skills including an ability to identify innovative and cost-effective solutions.</li> <li>• Demonstrated ability to prepare reports including recommendations.</li> <li>• Ability to exercise sound judgement in making decisions, with the demonstrated ability to think and act strategically in the formulation and implementation of policies and practices.</li> <li>• Ability to manage a range of contracts and maintain responsibility for coordinating all aspects of the contract and associated deliverables.</li> <li>• Demonstrated ability in monitoring performance and supporting the achievement of KPIs.</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Commitment to improving aged care services within the community.</li> <li>• Capacity to work within a dynamic, forward-focussed environment.</li> <li>• A sense of humour.</li> <li>• Behavioural flexibility.</li> </ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience working in the health sector, and in particular experience working in aged care services is desired but not essential.</li> <li>• Demonstrated experience in using standard project management techniques and knowledge, or the ability to acquire knowledge of basic scoping methodologies.</li> <li>• Significant experience in building beneficial partnerships and professional relationships with a wide range of stakeholders, including health care consumers, health care providers, community services and government departments.</li> <li>• Experience in researching and critical analysis of complex issues in human service delivery and service development, including gap analysis, design and implementation of continuous improvements is desirable.</li> <li>• Demonstrated experience in contract management, preferably in the health sector.</li> <li>• Demonstrated experience in the review and analysis of program level budgets.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the Australian health and aged care sectors.</li> <li>• Knowledge of issues in human service delivery and service development.</li> <li>• Knowledge of gap analysis and implementation of continuous improvement methodologies.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in public health, health care delivery or services.</li> <li>• Post graduate qualifications in public health, project management or quality improvement is desirable.</li> </ul>

#### 4. ORGANISATIONAL REQUIREMENTS

<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Support the aims and objectives of Adelaide PHN through understanding and implementation of the Adelaide PHN Strategic Plan and Objectives.</li> <li>• Be aware of and adhere to Adelaide PHN's policies and procedures.</li> <li>• Participate in Adelaide PHN Quality Improvement.</li> <li>• Demonstrate a commitment to our Adelaide PHN Signature Behaviours.</li> </ul>
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#### 5. 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 processes unless required earlier.

Employee:		Signature:	Date:
Manager:		Signature:	Date:
CEO:	Michelle McKay	Signature:	Date: