

# JOB AND PERSON SPECIFICATION

1. POSITION DETAILS			
<b>Position Title</b>	<b>Capacity Building Coordinator</b>	<b>Date Approved</b>	
<b>Portfolio</b>	<b>Mental Health and AOD Team</b>	<b>Contract Period</b>	Fixed term 12 month contract
<b>Version update</b>	<b>1.0</b>	<b>J&amp;P last updated</b>	<b>March 2022</b>
2.			
<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 our community members are heard, consulted and empowered</li> <li>• Work with our community members to improve their health outcomes</li> <li>• Improve our community members' experience of the health system and their health 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>• We 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>• We work, achieve and celebrate together.</li> </ul>		
<b>Job purpose statement</b>	The Capacity Building Coordinator works closely with the Adelaide PHN commissioned service providers (CSPs) to ensure the implementation and delivery of commissioned services and builds on the existing abilities of commissioned service providers, communities, organisations and systems to achieve the objectives of the Adelaide PHN.		
	The Capacity Building Coordinator achieves this by: <ul style="list-style-type: none"> <li>• Setting and monitoring contract deliverables (such as performance and financial reports)</li> <li>• Building the capacity of service providers and the relevant sector/s by working closely with them to achieve our shared goals; including working with CSPs and other stakeholders to develop and implement effective solutions.</li> </ul>		
<b>Reporting/working relationships</b>	Reports to: <ul style="list-style-type: none"> <li>• Executive Manager Mental Health and Alcohol and Other Drugs through relevant MH/AOD Lead</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>• Must be able to use own vehicle (reimbursement of kms costs made in accordance with the ATO).</li> <li>• Adelaide PHN is a smoke free workplace.</li> <li>• Participate in Performance Review &amp; Development process every 6 months.</li> </ul>		

### 3. 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 Adelaide PHN to deliver outcomes within required timeframes.</li> <li>• Understanding of, and ability to practice the principles of Primary Health Care.</li> <li>• Exceptional communication skills both written and verbal, and the ability to communicate Adelaide PHN key messages.</li> <li>• Ability to engage 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 high quality reports including recommendations.</li> <li>• Ability to exercise sound judgement in making decisions, including being able to think and act strategically in the formulation and implementation of policies and practices.</li> <li>• Ability to manage a range of contracts including coordinating all aspects of program schedules and associated deliverables.</li> <li>• Demonstrated ability in monitoring performance and supporting the achievement of KPIs.</li> <li>• Capacity to analyse data and systems and make quality improvement recommendations.</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Commitment to improving health outcomes for vulnerable populations.</li> <li>• Resilience, responsiveness, enthusiasm.</li> <li>• Capacity to work autonomously and within a dynamic, forward-focussed environment.</li> <li>• A sense of humour.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience working in the health sector including the mental health sector.</li> <li>• Demonstrated experience in health management and/or project management using standard project management techniques and knowledge, or the ability to acquire knowledge of basic scoping methodologies.</li> <li>• Significant experience in building beneficial professional relationships with a wide range of stakeholders, including health care providers, community services, government departments, employers and the general public.</li> <li>• High level of expertise and experience in researching and critical analysis of complex issues in not for profit service development and delivery.</li> <li>• Demonstrated experience in the review and analysis of program level budgets and performance reports</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the Australian primary mental health care sector.</li> <li>• Working knowledge of the principles of commissioning.</li> <li>• Working knowledge of capacity building principles.</li> <li>• Knowledge of Primary Health Care practice.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in health or human services (or relevant experience).</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:		Signature:	Date: