

JOB AND PERSON SPECIFICATION

POSITION DETAILS			
Position Title	Capacity Building Coordinator	Date Approved	
Portfolio	Integration Portfolio Older Person, Aged Care & Palliative Care Team	Contract Period	1 FTE Fixed Term Contract Position to 30 June 2025, subject to ongoing Adelaide PHN Funding
Classification	Level 5 or 6 commensurate with skills and experience of successful applicant	Salary Range	Level 5 (\$80-94,000); Level 6 (\$95-105,000) commensurate with skills and experience of successful applicant
Version update	1	J&P last updated	June 2022
1. POSITION CONTEXT			
Organisational overview	Vision A Healthier Adelaide by 2030		
	Mission We will: <ul style="list-style-type: none"> • Connect and facilitate a quality health system • Ensure that you are heard, consulted and empowered • Work you to improve your health outcomes • Improve your experience of the health system and your outcomes • Ensure health providers work together • Respond to health needs of the most vulnerable in our community. 		
	Our Signature Behaviours <ul style="list-style-type: none"> • Do what we say we will do. • We are consistently transparent and timely. • We use our people and resources wisely. • Work, achieve and celebrate together. 		
Job purpose statement	<p>The Capacity Building Coordinator – Palliative Care will be responsible for the coordination and implementation of the Commonwealth funded Greater Choice for At Home Palliative Care (GCfAHPC) program. The role will ensure the planning, development, implementation and monitoring of GCfAHPC initiatives using an integrated approach, working with all stakeholders to ensure initiatives meet expected outcomes.</p> <p>The position will develop and implement new and innovative projects and build on existing activities implemented through the pilot with a focus on achieving the following objectives:</p> <ul style="list-style-type: none"> • improve access to palliative care at home and support end-of life care systems and services in primary health care and community care • enable the right care at the right time and in the right place to reduce unnecessary hospitalisation • generate and use data to support continuous improvement of services across sectors • use available technologies to support flexible and responsive palliative care at home, including in the after-hours. 		

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

2. ESSENTIAL MINIMUM CAPABILITIES

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

Experience	<ul style="list-style-type: none"> • Demonstrated experience working in the health and/or aged care sector, experience working in palliative care services is desired but not essential. • Demonstrated experience in using standard project management techniques and knowledge, or the ability to acquire knowledge of basic scoping methodologies. • 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. • Demonstrated 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. • Demonstrated experience in contract management, preferably in the health sector. • Demonstrated experience in the review and analysis of program level budgets.
Knowledge	<ul style="list-style-type: none"> • Knowledge of the Australian health and aged care sectors. • Knowledge of palliative care pathways within community and residential aged care. • Knowledge of palliative care pathways within general practice.
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in public health, health care delivery or services. • Post graduate qualifications in public health, project management or quality improvement is desirable.

3. ORGANISATIONAL REQUIREMENTS

Compliance	<ul style="list-style-type: none"> • Support the aims and objectives of Adelaide PHN through understanding and implementation of the Adelaide PHN Strategic Plan and Objectives. • Be aware of and adhere to Adelaide PHN's policies and procedures. • Participate in Adelaide PHN Quality Improvement. • Demonstrate a commitment to our Adelaide PHN Signature Behaviours.
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4. 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:	Wendy Dolejs	Signature:	Date:
CEO:	Michelle McKay	Signature:	Date: