



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Project Worker</b>
<b>CLASSIFICATION:</b>	Social and Community Services Employee - Level 5
<b>CONTRACT:</b>	Ongoing
<b>HOURS:</b>	76.0 hours per fortnight
<b>DATE:</b>	May 2019
<b>REPORTS TO:</b>	Eileen Brownless, Executive Officer, Bendigo Loddon PCP

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### BACKGROUND

Primary Care Partnerships are funded by the State Government to support the strengthening of partnerships between Local Government, Health and Community service organisations within allocated Local Government areas. The Bendigo Loddon Primary Care Partnership (BLPCP) is a consortium of service providers situated in the City of Greater Bendigo and Loddon Shire local government areas focusing on health outcomes for their communities. The population of this area is approximately 110,000 people.

The Bendigo Loddon Primary Care Partnership includes major health, primary care and community service providers, local government authorities in the catchment. The Bendigo Loddon Primary Care Partnership is one of five PCPs in the Victorian Department of Health Loddon Mallee Region and one of the nine PCPs geographically covered by the Murray Primary Health Network funded by the Commonwealth from July 2015.

### ORGANISATIONAL CONTEXT

The purpose of Bendigo Loddon PCP is to plan and partner together to close gaps in service access, share our talents and resources and create opportunities to better the health and wellbeing of our communities.

Bendigo Loddon PCP is not an incorporated body. Bendigo Community Health Service acts as the host organisation, fund holder and employer of PCP staff in accordance with the partnership agreement.

The Partnership is guided by our values of commitment to community, respect, responsibility, impartiality, stewardship and leadership.

Our Vision is to create a seamless primary care system which is beyond traditional health and achieves an empowered, engaged and resilient community.

The Bendigo Loddon Primary Care Partnership is committed to developing a high quality, integrated and accessible primary care service system that is responsive to the broad needs of the Bendigo and Loddon

communities. To do this we work with cross sectoral and systems approaches. Our Partnership is guided by the principles of trust, cooperation, collaboration, inclusion, equity and respect.

The core business and domains of the Bendigo Loddon Primary Care Partnership are Prevention, Client and Community Empowerment, Service Coordination/ Integration and Connectivity and Partnership Building.

The Bendigo Loddon Primary Care Partnership staff team is supported by Bendigo Community Health Services on behalf of the Bendigo Loddon Primary Care Partnership Board. This support includes Employment and HR services, IT connections and communications and Finance services. The Bendigo Loddon PCP is located at 127 King Street, Bendigo and employment for this position will be administered through Bendigo Community Health Services (BCHS) on behalf of Bendigo Loddon PCP

## **THE ROLE OF THE POSITION**

The Project Worker position has two areas of focus.

The Administration and Partnerships role is to be responsible for office management and internal systems to support organisational functionality. Activities will include the coordination of an office hub for the Partnership members and the BLPCP staff members, engagement and collaboration with other workers and partner organisations to coordinate and implement community engagement and promotion events, develop resources, provide assistance with system improvements that support BLPCP work to maximize quality outcomes and the support and development of a communications strategy utilising various modes of communication.

The Administration and Partnerships role requires an understanding of a community development approach to strengthen partnerships to fulfill the outcomes of the BLPCP Strategic Plan. High level computer skills, resource design capabilities, office management and administrative skills as well as internal and external communications and partnership management will be required. The position will work closely with the Executive Officer in driving the Partnerships focus, supporting partnership building work across organisations, system development and other management activities.

The second role is to support the work in the Prevention Domain. The Project Worker will have a primary focus on supporting prevention strategy development across the catchment particularly with “Integrated Health Promotion” funded agencies. This may involve supporting the Prevention Coordination and Working Groups, the preparation of case studies, designing and collating evaluation processes, preparation of accountability reports, and participating in Prevention collaborations in partnership across the LMR PCP network.

Within the Prevention Domain the current Prevention priorities for collaborative work are:

- Healthy Eating and Active Living
- Mental Health
- Family Violence

## **KEY FUNCTIONS AND RESPONSIBILITIES**

### **1. Meetings and Administration**

- 1.1. Provide a welcoming, responsive and professional approach to enquiries, requests and complaints to support relationship and partnership building with colleagues, partner organisations and the community.
- 1.2 Coordinate the activities of the BLPCP Office.

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- 1.3 Assist the Executive Officer and other BLPCP staff with the coordination of meetings, functions and events in a professional, accurate, confidential and timely manner assuming responsibility for preparation of draft agendas and business papers, attendance and recording of minutes, arrangement of venues and catering as required. This will include BLPCP Board Meetings, Finance Committee Meetings and the Service Coordination Quality Committee Meetings.
  - 1.4 Work with the Executive Officer ensuring all documentation is presented in a manner to support and enhance the professional image of the organisation. Undertake document design and layout, and word processing including reports and planning documents. Collect and collate information for reports to funding agencies, on agreed deliverables.
  - 1.5 Organise and maintain electronic and/or hard copy records and files.

## **2. Partnerships and Communications**

- 2.1. Understanding the importance and maintenance of the professional profile and reputation of the Bendigo Loddon PCP and partner organisations in building trust and respectful partnership relationships.
- 2.2. Through partnership support create a central contact resource base for BLPCP Partner organisations and staff to facilitate the work of improving the health and wellbeing of the BLPCP communities.
- 2.3. Using a community development approach undertake community engagement and event management in consultation with BLPCP staff and partner organisations to support the BLPCP Strategic Plan outcomes and the PCP partnership work across the Loddon Mallee Region.
- 2.4. Support Loddon Mallee Region (LMR) PCP Partnership development through resourcing and coordination of regional meetings and the Dropbox of the Chairs and Executive Officers Group and the Executive Officers Group.
- 2.5. Take a leadership role and provide a central communications resource for the LMR PCPs as appropriate and required.
- 2.6 Support the Executive Officer and other staff in their Vic PCP statewide roles.

## **3. Communications and Resource Production**

- 3.1. Participate in the implementation of the Communications Strategy including collation, production and distribution of:
  - BLPCP Weekly Board Bulletin
  - BLPCP bi-monthly Newsletter (Connections)
  - Promotion flyers and posters
  - Member surveys using appropriate software, (currently Survey Monkey).
- 3.2. Manage the BLPCP Website with website hosts, upload appropriate documents to BLPCP website and ensure information currency is maintained.
- 3.3. Work with BLPCP staff and partners in the development and design of resources to support the organisational and core business areas. Support the Service Coordination area by encouraging partners to update their information on the Statewide Human Services Directory and ensure BLPCP information is maintained and updated.

- 3.4. Contribute to the further development of the current Communications Strategy to support engagement and partnership building.

#### **4. Financial Management and Purchasing**

- 4.1. Provide support to the Executive Officer and the BLPCP Finance Committee in relation to financial transactions and reporting.
- 4.2. Operate the Xero Financial software package used by the Bendigo Community Health Services financial services department to manage reconciliations, accounts receivable and payable. Maintain BLPCP Financial Records to support easy information access.
- 4.3. Ensure BLPCP payments and journal transfers are undertaken in accordance with agreed commitments and follow up outstanding amounts.
- 4.4. Assist the Executive Officer in preparing and monitoring the annual and mid-year budgets.
- 4.5. Identify appropriate items and undertake purchasing in consultation with the Executive Officer, following BCHS policies.

#### **5. Partnership Building**

- 5.1. Build local health promotion leadership and collaboration within the PCP and with other key stakeholders as indicated.
- 5.2. Develop robust and flexible partnerships with member organisations to encourage collaborative opportunities and enable integrated place-based responses to local needs.
- 5.3. Facilitate workforce development and quality improvement through supporting leadership and capacity building within member organisations.
- 5.4. Continually strengthen engagement and active participation in PCP processes and activities with relevant stakeholders.
- 1.5 Build the capacity of the partnership to operate in an integrated way as part of best practice.
- 1.6 Facilitate meetings and work force development presentations and workshops as required.
- 1.7 Support and lead where necessary Prevention partnerships across the LMR PCP network.
- 1.8 Support the partnership to remain informed about best practice and up-to-date evidence of need for the Bendigo Loddon catchment.
- 1.9 Ensure the Executive Officer is kept informed of the project work and all issues that pertain to the Strategic Plan.

#### **6. Prevention**

- 6.1. Promote the understanding of Prevention at a population health level in the work with partner organisations
- 6.2. Support collaborative effort by Integrated Health Promotion funded organisations to address commonly agreed priorities and shared evaluation measures.

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- 6.3. Strengthen approaches to address disadvantage and health inequality with a focus on the social determinants of health.
  - 6.4. Remain updated about best practice and evidence of need for the Bendigo Loddon catchment, within the statewide context, to inform Prevention planning,
  - 6.5. Ensure reporting and accountability requirements for BLPCP Board and funding bodies are met.
  - 6.6. Seek opportunities to promote the achievements of the Partnership, for example: Board reports, local publications, journal article publication, Statewide PCP promotion bulletins.
  - 6.7. Attend, support, facilitate and advise prevention groups as required.

## **KEY SELECTION CRITERIA**

### **ESSENTIAL**

1. Understanding of community development principles including the social justice and human rights principles of addressing structural disadvantage and empowerment.
2. Demonstrated commitment to and understanding of the key elements of successful collaborative working relationships.
3. Understanding of the theory of evaluation and experience in the evaluation of programs, projects and initiatives.
4. Demonstrated project management experience.
5. A degree in public health or a related qualification.
6. Excellent interpersonal skills demonstrating the ability to build and develop positive relationships with both internal and external colleagues and partners. High level of team work skills.
7. Excellent written and verbal communication skills both to support communications and meetings in a range of settings.
8. Excellent computer literacy skills including use of Microsoft Word, PowerPoint, Publisher, MailChimp and Excel programs.
9. Excellent Electronic Communications skills including Website management (WIX), Facebook and electronic newsletter production.
10. Ability to work effectively as part of a small team and be self-motivated and self-directed.
11. Understanding of and demonstrated ability to implement confidentiality in relation to records to information where required.
12. Capacity to monitor own work performance and meet deadlines as requested showing strong ability to prioritise and well developed organisational skills.
13. Current driver's license.

### **DESIRABLE**

1. Knowledge and understanding of the health and/or community service system in Victoria and within the Loddon Mallee Region.

2. Knowledge about financial issues, funding agreements and responsibilities.

## OTHER

1. Complete a satisfactory Police Check before employment is confirmed. The Police Check will be initiated by BCHS at the expense of the staff member.
2. Sign the Pre-Existing Injury/Disease Declaration.
3. Operate in accordance with Bendigo Community Health Services Policies and Procedures.
4. Participate in the BLPCP Staff Development and Review procedures.
5. Present a copy of your original professional qualification documents or registration.

## DIVERSITY AND CULTURE

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities and provides a supportive work environment.

## CHILD SAFETY

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children reach their individual potential.

## PROBATIONARY PERIOD

Employment with BCHS is conditional on satisfactorily completing a probationary period of three (3) months from date of commencement. During this period your performance will be reviewed and, assuming this is mutually satisfactory, your employment will be confirmed to continue to the end of the fixed term contract.

## **BCHS believes that “Quality is everyone’s business, safety is my responsibility”**

Co-operate with and contribute to BCHS Health and Safety procedures and participate in appropriate safety information and education activities as required.

- BCHS is an Equal Opportunity Employer
- All BCHS sites are smoke free workplace
- BCHS has a commitment to environmental sustainability

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Approved: Eileen Brownless  
Executive Officer - Bendigo Loddon Primary Care Partnership

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Agreed: Project Worker