

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: STRATEGIC PARTNERSHIPS AND INNOVATION MANAGER – LODDON CHILDREN’S HEALTH AND WELLBEING LOCAL

Award:	Health and Allied Services, Managers and Administrative Workers (Victorian Stand-Alone Community Health Services (Multi Employer) Enterprise Agreement 2022 – 2026
Classification:	Dependant on skills and qualifications
	This position is primarily based at our Kangaroo Flat site, however, travel to work from any BCHS site or outreach/partner location will be required.
Hours per fortnight:	60.8 – 76 hours per fortnight (0.8 -1.0 FTE) negotiable
Tenure:	Fixed Term 18 months from commencement
Position description developed:	August 2023
Responsible to:	Executive Leader - Better Health

We want (Vision)

Better health and wellbeing across generations.

We exist (Mission)

To work hand in hand with our community to achieve healthier lives.

We strive for (Values)

- **Integrity**
We are authentic and accountable, and we honour our obligations.
- **Respect**
We build respectful relationships through trust, empathy and collaboration.
- **Inclusive**
We recognise and promote accessible, safe and holistic supports and services as a basic human right.
- **Innovation**
Through continuous learning, we ensure an agile, responsive and sustainable service.
- **Togetherness**
We create a sense of connectedness, pride and support through enjoying our work and being passionate about making a difference.

Our pillars	Consumer and Community	Influence	Visible	Sustainable
The change we want to see	People in our community, especially those most in need, have improved health and wellbeing	We use evidence, data and the voice of our community to shape our supports and services	Our service is identified as a quality provider and our people are recognised as leaders	Our sustainability is based on a healthy culture, improved systems, outcomes and growth

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The Role of the Team

The Loddon Children's Health and Wellbeing Local (LCHWL) has been established in a partnership between Bendigo Health and BCHS as a part of the response to the Royal Commission into Victoria's Mental Health System. The LCHWL provides services for children up to the age of 11 years who are experiencing one or more developmental, emotional, relational, or behavioural challenges and their families.

The LCHWL is an innovative model designed to deliver services across six local government areas. This role will lead the Transformation Team formed to drive innovation and support the continuing implementation of the LCHWL.

The LCHWL delivery model will be co-designed with Partners – (Bendigo Health – Mental Health Services, BCHS Family Services, Spoke sites), paediatric service providers, and people with lived experience to provide a regionally based system response that improves access across prevention, primary and tertiary care in the Loddon region.

The Better Health portfolio involves the planning and provision of medical, paediatrics, chronic Disease management, sexual and reproductive Health, refugee health nursing, workplace health, multi-disciplinary centre nurse, social support in Elmore, physiotherapy, dietetics and GPs in Schools.

Position Role

The position is responsible for the leadership and outcomes of the Transformation Team as a part of the LCHWL implementation and will work closely with partners. The role will work collaboratively with the Manager of the LCHWL. This role is designed to forge innovation through strategic partnerships with people with a lived experience and partner organisations and to ensure that all project plans and key activities, outcomes, reports, timelines are on track.

The role will be work closely with members of the Better Health and other members of the Paediatric team.

Position Responsibilities

The responsibilities of the position are:

- Act as the primary point of contact for partners and maintain an innovative mindset.
- Assist in the ongoing evolution of the project delivery, scope, objectives, and metrics to monitor, track and report progress.
- Lead the Transformation Team as the key operational forum of the governance plan.
- Collaborate with Bendigo Health Mental Health Team to develop and implement the *Small Towns Project* within the Transformation Team to ensure that services are designed and delivered across the six Local Government Areas (LGAs) of Loddon area.
- In collaboration with all partners develop a detailed project plan and effective project sub-plans for endorsement by the project Executive Group and ensure their execution.
- Monitor and report on project progress and identify and resolve any risk or issues that arise or escalate as needed.
- Conduct ongoing project evaluation and identify successful and unsuccessful project elements for reporting and solutions.
- Coordinate the development and maintenance of comprehensive project documentation such as plans, reports, policies and procedures, manuals, training materials, and other documentation.
- Communicate project status to all participants.
- Engage mental health, children and family services, early years and education and related services to participate in the LCHWL Regional Advisory Group (RAG).

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- Engage people with lived experience to participate in the design, implementation and ongoing review of the LCHWL Model of Care and Service Design Blueprint.
- Establish and manage relationships with and between relevant stakeholders and the project.
- Identify administrative barriers to innovation, development of shared referral pathways and identify opportunities to share information using our existing software systems mix.
- Submitting project deliverables and ensuring that they adhere to quality standards.
- Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget.
- Communicating and obtaining children's families engagement in acceptance of project deliverables.
- Perform other related duties as assigned.

Key Selection Criteria

Essential

1. Tertiary degree and minimum five years' experience in health or a relevant field.
2. Demonstrated successful leadership experience that delivers agreed outcomes as a Project Manager, Partnerships Manager or similar role.
3. Excellent collaboration skills and ability to elicit cooperation from, and ability to work with, a diverse group of people/stakeholders including people with a lived experience.
4. Demonstrated commitment to effectively author a variety of plans and prioritise work that maximise the efficient use of internal and external resources to achieve outcomes.
5. Demonstrated high competency with and experience in using information management and project management tools to enable ongoing analysis of performance and outcomes.
6. Demonstrated successful collaboration projects that require agreed plans with multiple partner organisations across a large geographical area or diverse community/ies.
7. Excellent communication across all modes (written, presentation and verbal) in an environment of competing demands that require a consistent attention to detail, multitasking and time management.
8. Proven experience in facilitating and maintaining consumers and people with a lived experience and contribution to participatory service design, governance, implementation and delivery.
9. Current Victorian Working with Children Check.
10. Current drivers licence.

Desirable

1. Qualification in a Project Management.
2. Highly developed understanding of the broader health service system priorities including barriers and enablers to change.
3. Leadership experience working within different sectors of health service system as they relate to children's developmental and behavioural services.
4. Comprehensive understanding of MARAM legislative requirements including information sharing scheme and application to child and family centred practice in the context of the LCHWL.

Probationary Period

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with

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your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

Staff Review & Development (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.

Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Track project innovation, performance, specifically to analyse the successful completion of agreed outcomes that are documented in plans.
- Submission of reports and project deliverables as required following approval processes.
- Analyse data for trends and deliver results to relevant project governance forums.
- Participate in supervision and professional development as agreed with supervisor.
- Knowledge and compliance with BCHS privacy and confidentiality procedures.

Communication and Teamwork:

High level communication and interpersonal engagement that contributes to productive and collegial relationships with and between staff, partner organisations and consumers and people with a lived experience.

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work collaboratively within all related project teams to achieve the *Small Towns Project* goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Develop and maintain an effective partnership with departments.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

Self-Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.

- Continually develop personally and professionally to meet the changing needs of your position, career, and industry.
- Demonstrate behaviours that lead you to achieving your goals that support innovation in the LCHWL.
- Demonstrate understanding and behaviour to reflect BCHS' values.

Administration and Documentation:

Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative and managerial tasks of your position are completed in an orderly, timely and accessible manner.
- Maintain an effective collaborative and supportive methodology when working with Spoke sites.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

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- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative, agility and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

Diversity and Culture:

BCHS treats all people with respect; values diverse perspectives; provides diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

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 to reach their individual potential.

Other Essential Requirements

Staff will:

- Complete all required probity checks **before** employment is confirmed.
- Provide vaccination information that meets the requirements for healthcare workers.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with BCHS' policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

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

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

Other Information

- Salary Packaging would be available to the successful applicant.
- BCHS' Employee Assistance Program is available to employees and immediate family.
- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS has a commitment to environmental sustainability.