

**Northern Adelaide Local Health Network (LHN)
JOB AND PERSON SPECIFICATION**

TITLE OF POSITION: Manager GP Plus/Super Clinics	ADMINISTRATIVE UNIT: SA Health – Northern Adelaide Local Health Network
Classification: AS08	Health Unit:
Classification Reviewed:	Division: Corporate Services
Position Created:	Department / Section:
	Position No:

Job and Person Specification Approval

CEO or Delegate

_____/_____/_____
Date

JOB SPECIFICATION

PREAMBLE

The implementation of the National Health Reform in 2011 saw the establishment of five Local Health Networks across SA intended to promote, maintain and restore the health of the communities they serve.

The Northern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 3,800 skilled staff provide high quality patient care, education, research and health promoting services.

The Northern Adelaide Local Health Network (NALHN) provides a range of acute and sub acute health services for people of all ages and covers 16 Statistical Local Areas and four Local Government Areas (one of which crosses the Central Adelaide Local Health Network) and includes the following:

- Lyell McEwin Hospital
- Modbury Hospital
- Sub-Acute
- GP Plus Health Care Centres and Super Clinics
- Aboriginal Health Care Services
- Mental Health Services (including two statewide services – Forensics and Adult Older Persons)

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

SUMMARY OF THE BROAD PURPOSE OF THE POSITION and its responsibilities/duties

The Manager GP Plus/ Super Clinics is accountable to the Manager Corporate Services for the provision of facilities management and service planning for the Corporate Services portfolio.

This position has responsibility for building facilities management, liaising with collocated agencies and private providers, coordination of use of facilities and space, leases and contracts, budget management, reporting as required, and ensuring the facilities operate in accordance with government, SA Health and NAHLN corporate governance and worker health and safety policies and procedures. Further the position has a central role in the development and establishment of operating plans for the NAHLN corporate portfolio of services.

REPORTING/WORKING RELATIONSHIPS (to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation)

This position reports to the Manager of Corporate Services

SPECIAL CONDITIONS (such as non-metropolitan location, travel requirements, frequent overtime, etc)

- Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.
- The incumbent will be required to participate in the organisation's annual Performance Review & Development Program.
- May be required to work within other locations of the Northern Adelaide LHN
- Some out of hours work may be required.
- Must support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity
- May be required to undertake a health assessment prior to commencement
- Must comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES (group in to major areas of responsibility / activity and list in descending order of importance)

Manage Building and facilities as required across NAHLN

- Ensure that suitable administration and information systems are in place to support the efficient operation of facilities
- Ensure facilities support service models and meet the needs of the service providers
- Ensure day to day operation of facilities and assets in accordance with expected governance requirements
- Ensure high quality, accurate and prompt customer service to staff and management in relation to all assets and facility systems
- Coordinate access to all facilities and space as required
- Establish and maintain systems to monitor the use of space within the facilities
- Ensure currency and maintenance of leases and contracts
- Ensure staff and providers have timely access to ICT systems within the facilities

Develop and maintain partnerships with collocated agencies, private providers, Commonwealth Government, SA Health and NAHLN agencies and stakeholders to maximise communication.

- Maintain and foster relationships with the Commonwealth Government to deliver mandated outcomes for the Super Clinic Program

- Be a central point of contact for other agencies (government and non-government) including collocated agencies requesting information in relation to services and facilities
- Ensure appropriate links are formed and maintained within NAHLN and SA Health where appropriate
- Represent NAHLN at appropriate intra and interagency meetings
- Maintain cooperative working relationships with all services using and occupying the facilities
- Negotiate operation arrangements with services and agencies that will contribute to the service models of the facilities

Finance and Resource Management

- Ensure effective and efficient use of resources through the implementation of sound financial/resource management practices in all facilities
- Establish and manage the budget allocation in collaboration with the Financial Business Advisor
- Provide support for NAHLN corporate financial recovery initiatives
- Implement and maintain regional financial and asset management policies and procedures including risk management
- Provide evidence and contribute to the development of advice to enable effective decision making about the facilities and corporate services functions

Develop the annual planning framework for the delivery of the wider corporate services portfolio activities by:-

- facilitating the development, in collaboration with corporate heads, annual operating plans, by Department
- Work with corporate services managers to document performance outputs by Department
- Report progress against operating plans on bi-annual basis.

Develop and manage a framework to ensure the effective operation, maintenance and evaluation of assets and facilities

- Contribute to the development of a framework and implement models of operation
- Initiate, manage and/or participate in relevant asset/facility related projects incorporating best practice guidelines
- Facilitate the development implementation and review of data sets
- Work with managers and staff to ensure the ongoing effectiveness of data systems
- Ensure the development and implementation of best practice in business systems and reporting
- Ensure systems are established to enable the provision of service and facility related reports as required by Commonwealth, NALHN and SA Health
- Provide accurate and timely reports for the Commonwealth Government, NALHN Regional Executive and SA Health as required
- Participate in regional accreditation processes in relation to the National Safety and Quality Service Standards

Ensure a safe and healthy work environment, free from discrimination is provided for employees by:

- Operating facilities in accordance with government, SA Health and NALHN corporate governance and worker health and safety policies and procedures
- Implementing departmental policies including the principles of Equal Employment Opportunity and Ethical Conduct are a normal part of doing business
- Working in accordance with the Code of Ethics for the South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:
 - Work Health and Safety Act 2012 (SA) (WHS).
 - Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
 - Disability Discrimination.
 - Code of Fair Information Practice.
 - Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
 - Relevant Australian Standards.
 - Duty to maintain confidentiality.
 - Smoke Free Workplace.
- Valuing and respecting the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

- Contributes to patient safety and quality by adhering to the Australian Charter of Health Care Rights, understanding the intent of the Australian National Safety & Quality Health Service Standards and participating in quality improvement activities as necessary.
- All employees are responsible and accountable for keeping accurate, legible and complete records of their activities.

Acknowledged by Occupant: _____ Date: ____ / ____ / ____

PERSON SPECIFICATION

Essential Minimum Requirements (those characteristics considered absolutely necessary)

Skills:

- High level ability to communicate and negotiate successful outcomes at all levels
- Demonstrated ability to think strategically, analyse and conceptualise problems and to formulate and execute appropriate solutions, be innovative and resourceful
- Demonstrated high level leadership ability with a strong ability to motivate and inspire others to work together as a team to achieve objectives
- Demonstrated ability to lead and manage change and influence others in responding to change
- Proven ability to resolve conflicts and conduct difficult negotiations
- Demonstrated ability to manage and evaluate performance against agreed objectives
- Demonstrated ability to communicate to a wide range of audiences on sensitive and complex issues, both verbally and in writing;
- Demonstrated ability to develop a planning and reporting framework for the ongoing operation of a business unit (s);
- Demonstrated ability to work with people from diverse cultural backgrounds with specific reference to Aboriginal and Torres Strait Islander people
- proven ability to understand an integrated service model and provide leadership within such a model
-

Educational/Vocational Qualifications

- Tertiary qualification in health or business related disciplines,

Personal Abilities/Aptitudes/Skills

Executive, managerial and supervisory positions are required to include the following essential minimum requirement:

An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the *Work Health and Safety Act 2012 (SA)*, utilising *AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines*, or to an equivalent set of standards

Experience

- Proven experience in basic computing skills, including email and word processing
- Significant experience in project management
- Experience in the development of a planning framework incorporating operating plans and reporting regimes.
- Proven senior management experience in working with different policy and sectors which have significant political implications
- Experience in managing change, increasing the effectiveness of services, system design and reform and integration
- Experience in performance monitoring and quality assurance related to health services
- Experience in operational management of health related services, including multi-disciplinary teams
- Experience in contract management

Knowledge

-
- Understanding of Work Health and Safety principles and procedures
 - Understanding of the Australian National Safety & Quality Health Service Standards.
 - Working knowledge of Microsoft Applications
 - A sound and working knowledge and understanding of the SA public health system and its operations
 - Understanding of the Commonwealth Super Clinic Program
 - A good knowledge of strategic and operational planning processes
 - Extensive knowledge of emerging issues in health care
 - Knowledge of operating environment of General Practice
 - Knowledge of the health reform agenda and strategic priorities of the Regional Health Service
-

Desirable Characteristic (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

Experience

Knowledge

Educational/Vocational Qualifications (considered useful in carrying out the responsibilities of the position)

Other details
