

POSITION DESCRIPTION

NSLHD - Manager Population Health, Primary & Community Health (HM4)



Northern Sydney
Local Health District



Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Health Mgr Lvl 4
State Award	Health Managers (State) Award
Category	Population Health Health Promotion
Website	www.nslhd.health.nsw.gov.au/

PRIMARY PURPOSE

This position facilitates and ensures that there is one central District level point of accountability for the provision and monitoring of a range of population health specialist services including HIV and Related Programs (HARP), Multicultural Health Service and Women Health. There are a number of clinical and health promotion/prevention services in this program domain. These are inclusive of an HIV Unit at RNSH, Sexual Health Services (RNSH), a Needle and Syringe Program (Responsive User Services in Health - RUSH), HARP Sexual Health Promotion team, Multicultural Health Service, Women's Health Service and a LHD liaison role with the NGO organisation the Northern Sydney Intellectual Disability Health Service. In addition HARP funds and maintains a governance role for a Viral Hepatology Service at RNSH specific to managing and treating people with hepatitis B and C. This position is responsible for ensuring optimal health outcomes within the allocated resources for this program area. The development, monitoring and review of strategic and annual business plans together with policy review and implementation is a central role. The position is responsible for ensuring that funding is equitably distributed in keeping with the agreed KPI targets, demands and needs specific to the following target populations: People Living with HIV (PLWH) People who Inject Drugs (PWID) Gay and homosexually active men (GaHAMS) Youth Sex Workers Aboriginal people People at risk of or living with hepatitis C People from Culturally and Linguistically Diverse Backgrounds (CALD) In addition, the position has a planning, development and maintenance role in consultation and liaison with Population Health Service Managers and Service Directors within PACH with respect to the overall impact upon the target populations for this program area. Professional education, training and policy development are also major components of this position. The position will be based at the Manly Needle & Syringe Program and work one to two days a week from Clinic 16 at RNSH.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance



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requirements and/ or health conditions.

KEY ACCOUNTABILITIES

Management:

- Monitor and maintain a high level of management/coordination of the programs for which this position is responsible for.
- Ensure there is an equitable distribution of dedicated resources in line with the priorities of the Fourth National HIV Strategy and relevant Ministry of Health and NSLHD plans.
- Through a process of consultation with key stakeholders the Manager will support and align service improvements or revisions as needed.
- A major coordination role will continue to be the identification of opportunities and threats to these program areas.
- Coordinate quarterly MDS data collection from all programs.
- Maintain regular supervision with all Service Directors & Managers to ensure that outcome measures are identified and met for all projects.
- Maintain a strategic direction for HARP, Multicultural Health Service and Women's Health Service in keeping with the above coordination and management functions.
- The Manager will represent HIV, Sexual Health, NSP, Hepatitis C, HARP Health Promotion, Multicultural Health and Women's Health services for NSLHD as appropriate and is the advocate in negotiation with service providers within NSLHD and external to it.
- Manage in consultation with service Managers/Directors complaints and the provision of draft ministerial responses, reportable and sentinel event reports for the program area.
- Coordinate and manage the Cremorne Community Health Centre.

Financial:

- Monitoring and reporting of PACH Population Health Service program expenditure to ensure that it meets LHD, state and national requirements.
- The Manager will work in consultation with cost centre managers in the establishment, maintenance and review of budget build-ups.
- The Manager will undertake regular monitoring of all program cost centres and liaise with cost centre managers monthly.
- In consultation with line reports and the PACH Management Accountant, develop strategies regarding any current or projected budget deficits.
- Close liaison will be maintained with cost centre managers where budgets are unfavourable to put in place strategies to return the cost centre to a favourable position.
- The Manager will liaise with the relevant cost centre managers with regard to strategies to maintain cost centre stability and neutrality.
- The Manager will monitor the monthly Sexual Health/HIV pathology reports and negotiate ongoing changes with regard to pathology billing arrangements Workforce Management
- This position is directly responsible for the line management of the Needle & Syringe Program team and the Sexual Health Promotion team.
- That recruitment within the service is carried out in a manner that meets NSLHD Workforce policies & procedures. Support the development of all Managers/Directors inclusive of providing annual Performance Development sessions with service managers; monitoring the attendance of service managers at management meetings and forums and the implementation of a development plan for all managers at team leader level and above.
- Monitor and as necessary develop strategies to manage challenges to the human resource function within this program area due to funding reductions.
- Liaise with Workforce in the management of displaced employees consistent with NSLHD protocols.
- Support and encourage training in and access to supervision and the development and maintenance of a learning culture within the service

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- Liaise with LHD Workforce and Unions to ensure that all proposed changes within this program area have the full support of all parties.
- Support and strengthen the capacity of se

KEY CHALLENGES

- Developing effective partnerships and collaborative working arrangements with a diversity of internal and external stakeholders, some of which may have conflicting interests and agendas
- Balancing the competing needs of NSLHD staff, external organisations and community groups within available resources.
- Building the competency of mainstream services in an environment of competing priorities and reporting demands. Managing concurrent activities and meeting competing deadlines.

KEY RELATIONSHIPS

Who	Why
Senior Managers/Directors - Primary and Community Health.	The District Manager refers to the Director Primary & Community Health regarding any decisions which require a higher delegated authority and the approval and sign off of reports and papers for public distribution.
Clinical and non-clinical service providers within the LHD specifically Health Promotion, Drug and Alcohol, Mental Health, Pathology North, the Division of Medicine/Gastroenterology Services.	The Manager guides decision making processes at a senior level in relation to health service provision. Decisions are guided by District, State and National guidelines and policy directives.

SELECTION CRITERIA

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Job Demands for: NSLHD - Manager Population Health, Primary & Community Health (HM4)

Physical Demands	
<p>Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/hazardous materials</p> <p>Infrequent</p>	<p>Sitting - remaining in a seated position to perform tasks</p> <p>Constant</p>
<p>Standing - remaining standing without moving about to perform tasks</p> <p>Constant</p>	<p>Walking - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Constant</p>
<p>Running - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Infrequent</p>	<p>Bend/Lean Forward from Waist - forward bending from the waist to perform tasks</p> <p>Occasional</p>
<p>Trunk Twisting - turning from the waist while sitting or standing to perform tasks</p> <p>Occasional</p>	<p>Kneeling - remaining in a kneeling posture to perform tasks</p> <p>Occasional</p>
<p>Squatting/Crouching - adopting a squatting or crouching posture to perform tasks</p> <p>Occasional</p>	<p>Leg/Foot Movement - use of leg and/or foot to operate machinery</p> <p>Occasional</p>
<p>Climbing (stairs/ladders) - ascend/descend stairs, ladders, steps</p> <p>Occasional</p>	<p>Lifting/Carrying - light lifting and carrying (0 to 9 kg)</p> <p>Occasional</p>
<p>Lifting/Carrying - moderate lifting and carrying (10 to 15 kg)</p> <p>Infrequent</p>	<p>Lifting/Carrying - heavy lifting and carrying (16kg and above)</p> <p>Not Applicable</p>
<p>Reaching - arms fully extended forward or raised above shoulder</p>	<p>Pushing/Pulling/Restraining - using force to hold/restrain or move objects toward or away from</p>

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Infrequent	the body Not Applicable
Head/Neck Postures - holding head in a position other than neutral (facing forward) Occasional	Hand and Arm Movements - repetitive movements of hands and arms Occasional
Grasping/Fine Manipulation - gripping, holding, clasping with fingers or hands Occasional	Work at Heights - using ladders, footstools, scaffolding, or other objects to perform work Not Applicable
Driving - Operating any motor powered vehicle Occasional	

Sensory Demands

Sight - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens) Constant	Hearing - use of hearing is an integral part of work performance (e.g. Telephone enquiries) Constant
Smell - use of smell is an integral part of work performance (e.g. working with chemicals) Not Applicable	Taste - use of taste is an integral part of work performance (e.g. food preparation) Not Applicable
Touch - use of touch is an integral part of work performance Not Applicable	

Psychosocial Demands

Distressed People - e.g. emergency or grief situations Infrequent	Aggressive and Uncooperative People - e.g. drug/alcohol, dementia, mental illness Infrequent
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<p>Unpredictable People - e.g. dementia, mental illness, head injuries</p> <p>Infrequent</p>	<p>Restraining - involvement in physical containment of patients/clients</p> <p>Not Applicable</p>
<p>Exposure to Distressing Situations - e.g. child abuse, viewing dead/mutilated bodies</p> <p>Infrequent</p>	

Environmental Demands

<p>Dust - exposure to atmospheric dust</p> <p>Not Applicable</p>	<p>Gases - working with explosive or flammable gases requiring precautionary measures</p> <p>Not Applicable</p>
<p>Fumes - exposure to noxious or toxic fumes</p> <p>Not Applicable</p>	<p>Liquids - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p> <p>Not Applicable</p>
<p>Hazardous Substances - e.g. dry chemicals, glues</p> <p>Not Applicable</p>	<p>Noise - environmental/background noise necessitates people raise their voice to be heard</p> <p>Not Applicable</p>
<p>Inadequate Lighting - risk of trips, falls or eyestrain</p> <p>Not Applicable</p>	<p>Sunlight - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p> <p>Not Applicable</p>
<p>Extreme Temperatures - environmental temperatures are less than 15°C or more than 35°C</p> <p>Not Applicable</p>	<p>Confined Spaces - areas where only one egress (escape route) exists</p> <p>Not Applicable</p>
<p>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</p> <p>Not Applicable</p>	<p>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</p> <p>Not Applicable</p>
<p>Working At Heights - ladders/stepladders/scaffolding are required to perform tasks</p>	<p>Biological Hazards - exposure to body fluids, bacteria, infectious diseases</p>

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