

POSITION DESCRIPTION

NSLHD - Partnerships & Operational Manager Primary & Community Health (HM5)



Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Health Mgr Lvl 5
State Award	Health Managers (State) Award
Category	Primary and Community Care Community Management
Website	www.nslhd.health.nsw.gov.au/

PRIMARY PURPOSE

The overall purpose of this position is to:

- To provide strategic leadership in enhancing the integration of services across PACH, the LHD and primary care services.
- To provide the strategic leadership, planning and negotiation of partnerships with Councils, non-government organisations and other key community partners.
- To provide the operational leadership and management of Quality, Workplace Health and Safety and risk management across Primary & Community Health (PACH)

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 requirements and/ or health conditions.

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KEY ACCOUNTABILITIES

Operational and Functional

The Manager will provide the strategic planning, both internal and external, to PACH services on issues pertaining to community partnerships. The Manager participates in PACH planning activities to ensure implementation and evaluation of all planning strategies relevant to the role. The incumbent will provide monitoring and updating of the PACH Clinical Services Plan. The incumbent will work in collaboration with PACH staff and Executive Management team. The Manager will undertake operational responsibilities as directed by the Director of PACH. The incumbent will lead and support managers in implementing effective change management strategies. The Manager will develop systems that optimise care pathways and health outcomes for clients referred between GPs and LHD services. The Manager will proactively manage contracts with Non-Government Organisations (NGOs).

The incumbent will actively participate in inter-government agency projects and initiatives. The Manager will provide supervision to other PACH positions working in partnership with external agencies. The Manager will be involved in appropriate Integrated Care programs and projects. The incumbent represents PACH on relevant internal and external committees. The manager will contribute to the development of policies, practices and procedures including consumer consultation, access, equity and advocacy issues for PACH. The Manager will encourage and support consumer and community involvement. The incumbent will provide timely advice to the PACH Director regarding the identification of any individual or system-wide issues of concern. The incumbent will monitor all recommendations from internal or external reviews within PACH services and ensure that they are implemented and evaluated within recommended timeframes. The incumbent will coordinate PACH Service accreditation activities.

KPI

The Manager will partnership agreements developed, implemented and monitored. The Manager will develop and distribute regular PACH wide Quality and Safety, WH&S and Risk Register reports. The review of Sac 1 or 2 rated incidents at the PACH Clinical Quality Committees. The incumbent will sit with PACH committees and meetings function within NSLHD governance requirements. The Manager will deliver reports within prescribed timeframes. The Manager will develop clear objectives with development plan. The incumbent will achieve 80% of professional development objectives, annually.

Work Health Safety

As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

KEY CHALLENGES

- Maintaining complex partnerships internal and external to the LHD.
- Working in a matrix organisation with multiple responsibilities.
- Building PACH's capacity as a learning organisation and contribute positively to staff morale and trust in senior management

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KEY RELATIONSHIPS	
Who	Why
Director PACH and Management	To report on day to day tasks and any issues.
PACH Staff	Communication purposes, to share information.
NSLHD Staff	To share information.
Accreditation organisations	To share information.
Local NGOs, Councils and Government Organisations	To share information.

SELECTION CRITERIA

- Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.
- Extensive management experience working in community health and tertiary qualifications in management or health discipline or equivalent
- Demonstrated experience in leadership, strategic planning and in program development and evaluation, using Primary Health Care principles
- Proven operational management expertise in a community based setting at a senior level
- Excellent communication, negotiation and change management skills
- Demonstrated experience in leading, developing and maintaining partnerships with a range of external organisations
- Demonstrated excellent time management and project management skills including ability to effectively manage competing workload priorities within required timeframes
- Knowledge and experience in the use of a range of Microsoft and related applications including word processing, data management, analysis and presentation. Current NSW Driver's licence

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Job Demands for: NSLHD - Partnerships & Operational Manager Primary & Community Health (HM5)

Physical Demands	
<p>Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/hazardous materials</p> <p>Frequent</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>Infrequent</p>	<p>Walking - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Frequent</p>
<p>Running - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Not Applicable</p>	<p>Bend/Lean Forward from Waist - forward bending from the waist to perform tasks</p> <p>Infrequent</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>Infrequent</p>
<p>Squatting/Crouching - adopting a squatting or crouching posture to perform tasks</p> <p>Not Applicable</p>	<p>Leg/Foot Movement - use of leg and/or foot to operate machinery</p> <p>Not Applicable</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>Constant</p>
<p>Lifting/Carrying - moderate lifting and carrying (10 to 15 kg)</p> <p>Occasional</p>	<p>Lifting/Carrying - heavy lifting and carrying (16kg and above)</p> <p>Not Applicable</p>
<p>Reaching - arms fully extended forward or raised</p>	<p>Pushing/Pulling/Restraining - using force to</p>

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above shoulder Infrequent	hold/restrain or move objects toward or away from the body Not Applicable
Head/Neck Postures - holding head in a position other than neutral (facing forward) Infrequent	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 Occasional	

Psychosocial Demands

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

Environmental Demands

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

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<p>Working At Heights - ladders/stepladders/scaffolding are required to perform tasks</p> <p>Not Applicable</p>	<p>Biological Hazards - exposure to body fluids, bacteria, infectious diseases</p> <p>Not Applicable</p>
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