



POSITION DESCRIPTION

Position Title	Executive Officer – <i>Shared Vision for the Growing North Partnership.</i>	Employee name	Vacant Position	Date	Jan 2019
Location	61 Riggall Street, Broadmeadows 187 Cooper Street, Epping	Service Unit	HW PCP	Time Fraction	Fixed-term, 12 months (0.8 EFT)

SUNBURY COMMUNITY HEALTH

Sunbury Community Health is a not for profit company limited by guarantee and registered health promoting charity. With more than 270 staff and volunteers, the Centre provides a diverse range of health and community services, including residential aged care for Sunbury and surrounding communities. The Centre receives funding from a range of sources including Commonwealth and State governments.

Sunbury Community Health operates with a multidisciplinary team structure and staff are required to incorporate activities relating to health promotion, community consultation, early identification and intervention and individual and community capacity building within their role. Staff are expected to participate as a member of SCH team and provide services within a social model of health that recognises the effect of social, economic, cultural and political factors and conditions on health and wellbeing.

SCH is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with special needs and other socially disadvantaged groups. Sunbury Community Health is an Equal Opportunity employer.

SCH is also the auspice organisation (official employer) of a number of semi-independent organisations, including the **Hume-Whittlesea Primary Care Partnership (HWPCP)** and Boilover – Inclusive Theatre Company.

HUME WHITTLESEA PRIMARY CARE PARTNERSHIP (HWPCP)

The Hume Whittlesea Primary Care Partnership (HWPCP) is a voluntary alliance of primary care agencies operating in the local government areas of Hume and Whittlesea, located in outer Northern Metropolitan Melbourne. HWPCP was established in July 2010 following a change to PCP boundaries in the northern area of Melbourne. The Victorian Department of Health funds Primary Care Partnerships (PCPs) to enable primary health care initiatives that require a partnership approach.

By working with organisations, the PCP supports area based service planning by identifying overarching needs. The PCP's response encompasses local, state and national health reforms, including associated plans, reports and priorities.

Both the municipalities of Hume and Whittlesea are designated growth areas and as such are continuing to experience a rapid population growth. The PCP recognises the complexities in catchment health planning and supports coordination across a continuum of care that provides health promotion, prevention, early intervention, diagnosis, treatment, recovery/rehabilitation, and palliative care.

The HWPCP Executive Management Group is responsible for setting the strategic priorities and overseeing financial operations of the PCP. The Executive Management Group is comprised of representatives from a broader growing membership of acute and community based primary care and social support agencies.

Purpose:

With our communities we build social fabric by supporting people to help themselves and each other.

Values

It takes a village.....to belong and grow

Our community is stronger when everyone finds belonging. We believe there is strength and wisdom in diversity. We believe that everyone has unique abilities and something to contribute. We believe that learning and growth continues over a lifetime. Every day we strive to work with and support people at all stages of their life, to improve and expand their potential. We will be in the community, supporting community to create opportunities for all to learn, grow and belong.

Passionately engaged.....with our community and each other

We are passionately engaged with people to support each other and build community. We are enthusiastic about what others can achieve. We genuinely care. We encourage and inspire each other. We celebrate together.

We do the right thingnot just the easy thing

We are serious about our moral and social responsibility to do the right thing. We are transparent and honest. We take responsibility for our actions. We strive to get it right, even when the right way isn't clear. We don't take short-cuts. We consider and plan our actions.

We make things happen we get things done

We seek out opportunities. We ask 'why?' and 'why not'? We innovate. We learn from our successes and mistakes. We work

'hands-on' and get things done. We pitch in and go the extra mile.

Position reports to	<ul style="list-style-type: none"> Chief Executive Officer, Hume Whittlesea Primary Care Partnership. <i>Shared Vision for the Growing North Reference Group.</i> 	Reportable positions	<ul style="list-style-type: none"> SVfGN Project Coordinator. SVfGN Prevention Project Coordinator.
Internal relationships	<ul style="list-style-type: none"> HWPCP staff. HWPCP Executive Management Group. Sunbury Community Health. 	External relationships	<ul style="list-style-type: none"> All participating SVfGN member organizations from across the combined LGA's of Hume, Mitchell, Murrindindi and Whittlesea DHHS Central and Northern Metro Division Northern Health – <i>Primary Care and Population Health Advisory Committee</i>
Purpose and Scope of Role	<p>The Executive Officer (EO) will lead the day to day operations of the <i>Shared Vision for the Growing North</i> platform as well as coordinating the development and implementation of strategic, operational, quality and risk management plans. As the principal officer, the EO works exclusively with and is accountable to the SVfGN Steering Committee in meeting the performance measures as per the agreed SVfGN Strategic Plan. In meeting these requirements, the EO will receive separate and regular quality professional support and guidance advice through the <i>Shared Vision for the Growing North Reference Group</i>.</p> <p>As the inaugural Executive Officer, this position has the key role in facilitating the strategic and sustainable growth of effective and accountable relationships between SVfGN Steering Committee service members. This includes but is not limited to responsibility for building and maintaining strong partnerships with members, funders, external partners and other stakeholders, progressing the independence of the platform, policy development and capacity buildings. This role involves significant levels of complex stakeholder engagement management, secretariat functions and advocacy to ensure that the vision of the SVfGN is progressed.</p>		

Key responsibilities

Leadership and Governance

- Work with the Steering Group to develop and report on the implementation of the Shared Vision for the Growing North strategic and operational plans
- Communicate effectively with the Steering Group and provide timely and accurate information necessary for the Group to fulfil its governance functions and to make informed decisions
- Provide highly developed advice to the Group on strategic changes to the political context which impact on Shared Vision for the Growing North projects and strategic directions
- Provide strong and consistent leadership, cultivate and maintain strong transparent and professional relationships with all key stakeholders including partners, Government, Steering Group, wider SVfGN member group and other stakeholders
- Ensure all reporting requirements for funding and/or granting bodies are executed in a timely manner

Membership and Stakeholder Engagement

- Work collaboratively with current and emerging partners/sectors to advance the strategic goals of the Shared Vision of the Growing North and build strong relationships between partners and the SVfGN platform
- Demonstrate advanced abilities to build and maintain high functioning strategic working relationships and partnerships across a high growth catchment.
- Develop and maintain a wide and diverse range of effective working relationships with SVfGN partners and stakeholders
- Grow the current partner base in line with the strategic intent of SVfGN and the platform's strategic goals
- Strengthen the reputation and understanding in current and potential future partners and stakeholders on the role of SVfGN and its purpose
- Develop relevant capacity building structures to support the work of partners and stakeholders

Communications and Advocacy

- Advocate and influence policy processes, knowledge creation and translation in SVfGN key priority areas
- Promote and grow the role of SVfGN in accordance with the strategic plan, ensuring partners, the community and key stakeholders are well-informed about SVfGN initiatives
- Influence government policy to better resource primary prevention initiatives to improve health outcomes for the Outer North Community
- Represent SVfGN and its partners in relevant government, community and multi-lateral forums
- Provide leadership in the sector through promotion or development of research, policy and public statements on the key priority areas (including Media)

Business management

- Establish platform culture to embody the values and goals of Shared Vision for the Growing North
- Provide overall management and leadership to platform and project staff to achieve the SVfGN goals and encourage the development of teamwork and leadership skills amongst staff in carrying out their objectives
- Manage the finances, expenditure, revenue and resources of SVfGN in accordance with the Executive Group's financial governance policy and directions
- Ensure that all financial management and reporting practices comply with the relevant legislation and regulation
- Manage all aspects of staff relationships including ensuring that staff are appropriately supervised to achieve outcomes and in accordance with work/operational plans and policy and that OH&S and aware requirements are met
- Assuring quality and organisational stability through the development, implementation and evaluation of organisational risk, standards, controls, systems and procedures

	<p>Staff Management.</p> <ul style="list-style-type: none"> - Organise and lead the SVfGN staff performance review process for all program and support staff. - Provide ongoing HR support for program and support staff including regular supervision, staff meetings and Professional Development planning. - In collaboration with the SVfGN Steering Group, recruit, manage and evaluate the work of project workers/consultants engaged to meet SVfGN objectives. - Ensure that roles and responsibilities of SVfGN staff and consultants are clearly defined in position descriptions and project briefs, including team responsibilities. - Ensure that all internal and external performance reporting requirements and associated documentation is met. <p>Financial Sustainability</p> <ul style="list-style-type: none"> - Work to enhance the financial security and independence of the platform by growing and diversifying the revenue streams of Shared Vision for the Growing North including developing short- and longer-term financial plans and goals for sustainable growth - Build successful partnerships that grow the role and purpose of Shared Vision for the Growing North, expand its influence and increase revenue
<p>KEY SELECTION CRITERIA</p>	<p>The Executive Officer of the <i>Shared Vision for the Growing North</i> will be a committed leader with an in-depth knowledge of the complex and changing face of primary care and prevention and will therefore have the following:</p> <ul style="list-style-type: none"> • Demonstrated Executive leadership experience in a primary care partnership, and/or other relevant community social wellbeing and health organisation. • Experience in reporting to and providing high level secretariat functions to a Board/ Executive management group • Demonstrated understanding of and commitment to the principles and partners of the Shared Vision for the Growing North • Knowledge of priority issues in primary care and prevention in the Outer North and innovative approaches to address these within a community or health care setting • Experience in working with multiple health and related stakeholders with competing interests and diverse views • Proven management skills with working knowledge of the activities required to run a small but dynamic partnership platform • Capability to undertake high level policy analysis and advocacy • Exceptional verbal and written communication skills • Capacity to manage multiple projects and workplans within a resource limited environment; experience is developing strategic plans, operational plans and reports; financial plans, reports and budgets. • Qualifications in public health, project management, research and or other relevant health area
<p>Qualifications & Specialist Experience</p>	<ul style="list-style-type: none"> • Under graduate and post graduate tertiary qualifications in a relevant field such as health, social and community care, social planning, public administration or business management. • A strong integrated understanding of current and future State and Commonwealth policy reform directions in relation to the social well-being and health needs of diverse communities in an interface growth catchment.

Police Check Required	Yes	Working with Children Check Required	Yes
Victorian Driver's Licence:	Yes	Current First-Aid Level II:	No
Award / Agreement	Victorian Stand-Alone Community Health Services (Health & Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011-2015	Classification	Grade 6 (Above Award)
Resource Management	TBC	Total staff management (EFT)	Combined 0.8

VARIATIONS TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied during the term of your employment

AGREEMENT:

I hereby accept and agree to the duties in the Position Description. I understand that this Position Description is to be read in conjunction with my Letter of Appointment and agree to abide by the terms and conditions stipulated therein.

Name (please print):

Signature:
(Incumbent)

Date:

Review Date: Jan 2020 or as required