



Position Description

Position Identification			
Position Title:	Manager, Prevention and Complex Care		
Direct Reports	Up to 4 staff	Indirect Reports:	18.58 FTE
HRIS Position Number:	1067	Effective Date:	January 2019
Location:	Bell Street, Coburg Site		
Scope of Practice:	Not applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification *For HR use only	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement <ul style="list-style-type: none"> • HSU 5, Grade 6 		
Organisational Context			
Divisional:	Aged & Primary Care		
Program:	Prevention & Complex Care	Unit:	Prevention & Complex Care
Organisational Chart	<pre> graph TD GM[General Manager Aged & Primary Care] --> M[Manager Prevention & Complex Care] M --> TL1[Team Leader Diabetes & MSK] M --> TL2[Team Leader HARP Complex Care (Cardiac)] M --> TL3[Team Leader Cardio-Respiratory] M --> TL4[Team Leader HARP Complex Care (Resp)] </pre>		
Position Summary			
<p>Reporting to the General Manager Aged & Primary Care, the Manager Prevention & Complex Care is responsible for providing leadership across all Program operations.</p> <p>Services in scope include allied health and nursing services funded under the Partnerships in Health HARP Consortium, HACC Program for Younger People, Early Intervention in Chronic Disease Management and the Community Health Program.</p> <p>The P&CC Manager plays a key leadership role in planning and developing Merri’s health prevention and chronic disease management services with a focus on strengthening cardiac, respiratory, diabetes and musculoskeletal models of care in the community. Additionally, driving integration of Partnerships in Health (HARP Complex Care) services and programs provided by Merri to improve client outcomes.</p> <p>The P&CC Manager works collaboratively with internal and external stakeholders to ensure clinical service delivery is of high quality, value for money, streamlined and evidence based across all funding streams.</p>			



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Position Accountabilities	
Responsibilities	<p>General</p> <ul style="list-style-type: none">• Provide strategic and operational leadership and direction across the Program.• Undertake service planning and workforce innovation in line with Merri's Services Framework.• Develop Merri's chronic disease care services in line with evidence based practice to ensure high level coordination and integration of services and practice.• Lead Merri's role in the primary and secondary prevention of chronic diseases.• Maintain up to date knowledge of sector reforms and trends in primary care, particularly in relation to the prevention of and care of chronic disease.• Foster an engaged culture with an appreciation of program directions in the context of current reform and best practice.• Lead, develop and empower teams to adapt to change by modelling interpersonal and professional behaviours consistent with Merri's values and Code of Conduct.• Develop team and clinical leadership across the Program to meet evidence based standards, models and guidelines.• Develop, implement and evaluate new service models in line with best practice and in response to policy reforms.• Ensure effective planning, coordination, administration, evaluation and reporting on the Program to meet identified population health demands, needs, standards of quality and compliance through a focus on evaluation, outcome measures, reporting against operational metrics and provision of written reports.• Foster a culture based on safety and high quality care.• Ensure key stakeholders are effectively engaged in service planning, co-design, development and evaluation.• Collaborate with key stakeholders to foster effective partnerships with the acute sector leading to partnership models of care.• Ensure all compliance requirements are met to a high standard in line with funding and service agreement requirements and accreditation/s.• Effectively manage the Partnerships in Health HARP Complex Care Agreement in consultation with the General Manager Aged & Primary Care.• Develop and implement a robust patient reported outcomes and experience framework across the Program.• Actively contribute in strengthening the Aged & Primary Care Divisional leadership and integration priorities.
Safety and Risk	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none">• All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health's OHS Frameworks. <p>Physical Inherent requirements (PIR)</p> <ul style="list-style-type: none">• Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions• Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes• Sound upper limb joints, with the ability to withstand repetitive upper limb



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	<p>activity</p> <ul style="list-style-type: none"> • May be required to occasionally lift and carry items weighing up to 10kgs <p>Quality & Risk</p> <ul style="list-style-type: none"> • Actively participate in the risk management process including identification and analysis, control of deficiencies and escalating where required. • Understand and implement accreditation standards that apply to team and organisation • Participate in quality and accreditation self-assessment(s) and support implementation of agreed improvements • Assist with the development, review and implementation of policies and procedures and support staff to understand and apply them. <p><i>Merri Health is an equal opportunity employer and is committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.</i></p>
<p>Capabilities</p>	<p>All employees are expected to align their behaviours and utilise capabilities (or 'soft skills') in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health's Capability Matrix.</p>
<p>Key selection criteria</p>	
<p>Essential</p>	<ul style="list-style-type: none"> • Demonstrated experience in leading, developing and implementing a complex range of multidisciplinary clinical programs such as specialist nursing services, allied health services and chronic care services etc. • Graduate and postgraduate qualifications in nursing, and/or allied health discipline. • Demonstrated staff management and supervision experience. • Track record in stakeholder engagement and managing partnership with key stakeholders as appropriate; • Ability to interpret and apply the policy, legislative and regulatory requirements that underpin the services within scope for this position. • Highly developed written and verbal communication skills. • Ability to work in a flexible and changing environment and balance competing priorities.
<p>Desirable</p>	<ul style="list-style-type: none"> • Demonstrated experience in leading sustainable and effective change management; • Project management experience. • Experience in managing a multidisciplinary team. • Demonstrated experience working in partnership with other agencies. • Demonstrated experience working within a diverse community • Demonstrate a good understanding of computer systems & computer literacy.
<p>Checks, Licences and Registration</p>	<ul style="list-style-type: none"> • National Police Check (NPC) • Working with Children's Check (WWCC) • Screening under the Disability Worker Exclusion Scheme • Current full or probationary drivers licence • Professional registration - as applicable