

Position Identification			
Position Title:	Transition Manager		
Direct Reports	0	Indirect Reports:	0
Position Number: (from HRIS)		Effective Date:	September 2023
Location:	Hybrid work arrangements are supported by both organisations. A Hybrid Work Application, Risk Assessment and Agreement will be required to support this role.		
Scope of Practice:	Not applicable		
Delegation of Authority:	The delegated operational authority for this role will principally be defined by the CEO's and Transition Board Committee.		
Agreement/Classification *For HR use only			
Organisational Context			
Divisional:	CEO Office		
Program:	Transition	Unit:	
About our services:	<p>Banyule Community Health (Banyule) is a quality accredited independent community health service with its own Board of Directors. It provides a wide range of allied health, mental health, medical, social support, health promotion services and community services to the community of Banyule and beyond. A detailed description services offered by Banyule is provided on the web site Banyule Community Health - Always here for you. (bchs.org.au)</p> <p>Merri Health (Merri) provides a range of services including dental, allied health disciplines, generalist and specialist counselling programs, aged and disability services, case management, family support, carer support programs, and social support programs for people with a mental illness as well as health promotion programs. A detailed description services offered by Merri is provided on the web site Merri Health Home.</p>		
Position Summary			
<p>On October 11th 2023, the Banyule Community Health and Merri Health Boards announced a merger exploration process.</p> <p>The incumbent of this position will be in a key leadership and advisory role to the two (2) Chief Executive Officers of Banyule and Merri and Transition Board Committee. The Transition Board Committee is comprised of Three Directors from each of the Boards of Banyule and Merri that is providing transition sponsorship of the merger exploration process.</p>			

This role will be responsible for working in conjunction with the Transition Committee and CEOs to integrate and transform the two (2) organisations during the transition period into a cohesive new entity.

This position will be accountable for the creation and delivery of a disciplined integration strategy, process and project execution plan. This will include the necessary consultation and negotiation with funders and key stakeholders to ensure the smooth transmission of funding agreements and operational structures to the new entity.

The position will continue to provide support and guidance to management through the exploration stage, the formation of the new entity and the establishment of its operating capacity.

There will be a requirement to attend and work from different entity sites at different times and to attend out of standard business hours of work for meetings, possibly including weekends from time to time. Administrative support will be provided.

Position Accountabilities

<p>Responsibilities</p>	<p>Accountabilities</p> <ul style="list-style-type: none"> • Implement and regularly review and revise the Transition Project Plan necessary to effect a successful merger. • Coordinate the establishment of the new entity and all relevant undertakings associated with this, for example, Merger Agreement, Constitution, governance transition arrangements, transfer of contracts, service and lease agreements. • Prepare budget documentation, track and report. • Coordinate and provide administrative support to the Transition Board Committee. • Coordinate and provide administrative project support for Transition Framework Working Groups. • Work collaboratively with external communication support and internal communication resources to ensure a timely, agile communication strategy is successfully implemented. • Undertake other duties to support the transition processes as reasonably required by the Chief Executive Officers in line with the incumbent’s skill and experience. <p>Performance Measures</p> <ul style="list-style-type: none"> • Timely specification of the merger integration strategy and associated plans to achieve the merger timelines. • Regular reports to the Transition Committee and CEOs on achievements against targets. • Achievement of goals and milestones to support the integration of the two organisations. • Active involvement in the communication strategy to effectively manage a wide range of stakeholders in support of the merger. • Promulgate and implement an ongoing risk management strategy. • Effectively manage financial resources associated with the merger process and maintenance of accountable and transparent financial records to be provided as requested to the CEOs and Transition Board Committee. • Work effectively across both organisations with a wide range of staff as required to achieve the requirements to enact the merger.
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<p>Safety and Risk</p>	<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
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	<p>comply with Merri Health’s OHS Frameworks.</p> <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 more than 20 minutes • Sound upper limb joints, with the ability to withstand repetitive upper limb activity • 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 • Support staff to understand and apply new and changed policies and procedures. <p><i>Merri Health is an equal opportunity employer and 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, the LGBTIQ+ community and those living with a disability to join our workforce.</i></p>
Capabilities	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.
Key selection criteria	
Essential	<ul style="list-style-type: none"> • Qualification/training in project management • Extensive project management expertise and experience • Experience and knowledge of change management principles, methodologies and tools • Experience in preparation of quality, complex documentation and reporting • Excellent interpersonal, communication and negotiating skills with the ability to make timely and thought-out decisions • Ability to identify key stakeholders and build strong effective working relationships • A commitment to ensuring a strong client service is maintained throughout the integration process • Flexibility and adaptability with an ability to work within an ambiguous/changing environment • Strong financial management and problem-solving skills ensuring achievement of outcomes within resource limitations • A commitment and understanding of the social determinants of health in the context of a community health service.
Desirable	<ul style="list-style-type: none"> • Sound industry sector knowledge in one or more of the following industries: health, social support services, welfare, community development. • Tertiary qualifications in health, business or a related discipline

	<ul style="list-style-type: none"> • Postgraduate qualifications in a related discipline or significant comparable commercial experience
Checks, Licences and Registration	<ul style="list-style-type: none"> • National Police check • Working With Children Check • NDIS Worker Screening Check • Applicable Statutory Declaration • International Police check if applicable • Current full or probationary drivers licence • Immunisation Requirements category C
Approval:	This position description was reviewed on 20 October 2023 by the CEO's of Banyule Community Health and Merri Health