

# POSITION DESCRIPTION

## Regional Lead

<b>Policy Reference</b>	<u>Recruitment &amp; Selection</u>
<b>Reports to</b>	Executive Director Regional
<b>Team</b>	Regional
<b>Contract type</b>	Fixed Term – until 30 June 2021

### Primary purpose of this position

The Regional Lead manages the delivery team within two of Murray PHN's regional sites: North West – Central Victoria Regions (Loddon Mallee) or the Goulburn Valley – North East Regions (Hume). The Regional Lead provides high level staff and stakeholder engagement capability by working collaboratively with internal and external stakeholders being a key driver of change within the industry; assisting staff and stakeholders to plan, develop, source, manage and evaluate procurement arrangements to effectively meet organisational and business objectives.

### Scope

The position requires strong professional leadership and management capabilities to lead, coach and manage staff to deliver upon Murray PHN priorities.

Murray PHN has four specific regional areas within the delivery functional structure:

- North West
- Central Victoria
- Goulburn Valley
- North East

### Direct reports

- Regional Delivery staff

### Key relationships

All Murray PHN employees are responsible for managing aspects of our customer/ stakeholder relationships and activity and will work proactively in a manner that is aligned to the values of the organisation to deliver a relationship where we are easy to do business with.

### Internal

- Delivery staff
- CEO
- Executive Team
- Program Leads

- Corporate Team
- Management Team

### **External**

- General practice
- Commissioned organisations
- Local health services within regional and rural settings – acute, sub-acute and community health services
- Department of Health and Human Services

### **Key accountabilities**

- Provide leadership and management to a regional delivery team that supports the organisation's strategic plan and delivery of the Activity Work Plans (AWP)
  - Build team and individual capability, ensuring personal effectiveness for work in current and future roles
  - Contribute to the effectiveness of the team
  - Monitor performance against team key performance indicators (KPIs)
- Lead the implementation and sustainability of Murray PHN's stakeholder engagement framework
- Management of a specific portfolio across the whole of region
- Take an active management role in the budget management and commissioning of relevant contract and programs

### **Key responsibilities**

- Accountability
  - Using population health data, regional knowledge and emerging trends to assist in informing the strategic plan and the design and delivery of AWP
  - Lead multi-sited regional teams to assist with the delivery of Murray PHN programs and initiatives ensuring that activities are undertaken in line with Murray PHN AWP
  - Actively collaborate on the development and implementation of the business plan for the regional environment
  - Provide a relational management approach with external stakeholders that will facilitate the implementation of the regional team plan and maintenance of strong stakeholder relationships
  - Identify opportunities for targeted improvements in service provision through greater coordination and integration and collaboration between key partners
  - Participate in Murray PHN planning, management and performance reporting processes to ensure timely delivery and assessment of the monthly contractual risks and executive reports.
  - Facilitate the development of individual work plans for all staff to ensure alignment to the strategic and AWP
  - As a member of the Murray PHN Management Team, take an active role in establishing and developing productive partnerships with the senior management group and other senior leaders to develop an integrated approach of delivery across the business units

## Core responsibilities to every Murray PHN position

Core responsibilities are those that are relevant to every position within Murray PHN. These include the following:

- Strategic Alignment: Work in accordance to and support Murray PHN strategic objectives
- Work Health and Safety: Work in a safe manner, adhering to all work health and safety (WH&S) requirements and report all hazards and incidents through the organisation's WH&S processes
- Manage Risk: Actively manage risks by complying with organisational policies and procedures and escalating risks for higher-level attention when required as per Murray PHN approved risk scales
- Governance: Actively understand their role and where it fits within Murray PHN Governance and Accountability Framework
- Travel: As Murray PHN covers a wide regional and rural catchment, some travel may be required as part of this role. This position will require a current driver's licence which must be provided prior to commencing employment.

## Knowledge, skills, experience and qualifications

The knowledge, skills, experience and qualifications for this role are:

### ***Essential***

- Experience and/ or qualifications in project management
- Stakeholder management experience across different health sectors
- Strong appreciation of the characteristics and influences of the health system, including the primary, sub-acute and acute settings
- Experience of leading teams, coaching, mentoring and driving change with agility
- Understanding of corporate and clinical governance frameworks
- Experience of managing budgets and complex funding streams
- Strong capability in written and verbal communication

### ***Desirable***

- A relevant post graduate qualification combined with at least 10 years' experience in a senior management role
- Experience of managing multi-sited teams

## Behavioural competencies

This role has been evaluated at a Level NC 7 level and success in the role requires the incumbent to demonstrate the behavioural skills through performance. Detailed descriptors can be found in the Murray PHN Behavioural Competency Framework.

The incumbent is required to demonstrate proficiency in the following areas:

<b>Core Behavioural Competency:</b>
<b>Communication</b>
Shares information, best practice, data and/or insights across teams and locations; speaks openly and honestly about issues and works to reach constructive solutions; actively listens when others are speaking and values the opinions of others; negotiates and engages effectively to gain support and agreement from others.
<b>Change Agility</b>
Responds to change with a positive attitude and a willingness to learn and adapt to accomplish work activities and objectives; demonstrates steadfastness to the vision and purpose of Murray PHN and drives change through aligning efforts and resources towards organisational goals.
<b>Accountability</b>
Accepts responsibility for self and team performance; identifies new ways of working and evaluates outcomes to learn for future improvement; seeks and provides feedback to guide self and team towards achieving identified objectives.
<b>Collaboration</b>
Willingly cooperates and works collaboratively with individuals within own team, across Murray PHN, and externally; identifies opportunities for partnerships and knowledge sharing; identifies connections between roles to promote efficiency and best practice to achieve shared objectives.
<b>One Team Mindset</b>
Seeks knowledge, best practice, and resources held across Murray PHN to work most effectively; develops and maintains positive, open working relationships across Murray PHN to align on commitments and effectively communicate needs. Acts in a way that clearly represents commitment to Murray PHN stakeholders, employees, and the community.
<b>Business Acumen</b>
Demonstrates strong business understanding; critically evaluates the value of actions taken; considers wider business implications of decisions and actions and ensures appropriate levels of governance and oversight; demonstrates a good understanding of the operating environment.

<b>Leadership Competencies:</b>
<b>Future Focus</b>
Communicates a clear and compelling vision of the future of Murray PHN; demonstrates a clear understanding of the current operating environment and anticipates future priorities and needs; provides clear direction to others to achieve strategic objectives.
<b>Enterprise Leadership</b>
Focusses on holistic outcomes rather than performance of own team or location; encourages knowledge sharing across Murray PHN to enhance best practice and develop capability; communicates the value of individual and team contributions to overall success; inspires and engages employee alignment to strategic vision.
<b>Interpersonal Leadership</b>
Acts in a way that indicates understanding and accurate interpretation of other's concerns, motives, feelings, strengths and limitations; provides people leadership that engages and motivates others; demonstrates resilience to challenging yet constructive conversations with senior leaders when required; recognises different personality 'types' to adapt style and approach.
<b>Change Leadership</b>
Initiates and/or manages the change process and energises it on an ongoing basis, taking steps to remove barriers or accelerate its pace; clearly communicates a compelling case for change to inspire and engage employees across teams and locations; manages employees' concerns during times of change.

## Background on Murray PHN



Murray PHN spans the northern region of Victoria. While the majority of the catchment area is located within the State of Victoria, it also includes the twin city of Albury/Wodonga. The estimated resident population is 644,460 people. It is estimated that the Murray PHN area includes:

- 715 General Practitioners
- 44 Acute Facilities
- 200+ Pharmacies
- 150+ residential aged care facilities
- 9 Primary Care Partnerships
- 20 Local Government Authorities

There are 31 PHNs (Primary Health Networks) across Australia. PHNs will work with the acute health care sector and other health service providers and communities to:

- To increase the efficiency and effectiveness of health services for patients, particularly those at risk of poor health outcomes
- To improve the coordination of care to ensure patients receive the right care in the right place at the right time.

PHNs are not-for-profit organisations funded predominantly by the Australian Government.

**Further enquiries**

To find out more about this position, please direct your enquiries to Janice Radrekusa, Executive Director Regional t: 03 4408 5600 or e: [careers@murrayphn.org.au](mailto:careers@murrayphn.org.au)