



## Employee Position Description

Position Details				
<b>Position Title:</b> Merger Project Director	<b>Department:</b> Merger Delivery	<b>Agreement:</b> Victorian Stand-Alone Community Health Services (Health & Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2022-2026		
<b>Reports To:</b> the role will formally report to the CEO AccessHC as the employing agency but will also work equally with the CEO Inspiro for the purposes of the role	<b>Location:</b> Flexible, will need to work across AccessHC and Inspiro sites as required			
<b>Direct Reports:</b> Various transition roles	<b>Employment Status:</b> 0.8 / 1.0 FTE (depending on candidate preference), Fixed Term (until December 2025)	<b>Classification:</b> Grade 6		
Position Primary Purpose				
The Merger Project Director will lead all aspects of the merger between Access Health and Community and Inspiro through planning, transition and post-merger integration. The Director will work collaboratively across both organisations, acting as a 'champion' for the merger and ensuring effective project management, stakeholder engagement, and change management.				
Key Relationships				
<b>Internal</b> <ul style="list-style-type: none"><li>• CEOs</li><li>• Executives</li><li>• Board Directors and Advisors</li><li>• Whole organisation</li></ul> <b>External</b> <ul style="list-style-type: none"><li>• Community</li><li>• Partners</li><li>• Funders</li></ul>				
<i>This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.</i>				
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- Government representatives
- Advisors and Contractors.

<b>Key Accountabilities</b>	
<b>Focus Areas</b>	<b>Responsibilities</b>
<b>Merger Leadership</b>	<ul style="list-style-type: none"> <li>• With the CEOs and Boards, develop and communicate the vision for the merger</li> <li>• Act as a champion for the merger with internal and external stakeholders; promoting and celebrating milestones as and when reached.</li> <li>• Lead and support the project team and maximise the input of expert advisors.</li> </ul>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Establish and manage effective shared project governance structures to support the merger</li> <li>• Lead the development of the merger project plan in consultation with stakeholders, advisors and subject matter experts</li> <li>• Provide recommendations to the Steering Committee on the required allocation of resources and budget to support the merger</li> <li>• Identify, assess and report on risks and dependencies associated with delivery of the merger</li> <li>• Monitor and report on progress against the project plan, including risks, opportunities and benefits to the Steering Committee</li> <li>• Recruit and manage the transition team.</li> </ul>
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>• Develop appropriate engagement strategies for stakeholders</li> <li>• Lead engagement with key external stakeholders in partnership with the CEOs</li> <li>• Manage the design and implementation of community and client engagement strategies</li> <li>• Coordinate implementation of governance changes, in partnership with the Board Chairs and Deputy Chairs</li> </ul>
<b>Change Management</b>	<ul style="list-style-type: none"> <li>• Apply structured change management methodology, processes and tools to create strategies that support our people to through change</li> <li>• Lead the development and implementation of communications, engagement and development activities that support effective change</li> </ul>
<b>Values</b>	<ul style="list-style-type: none"> <li>• Through actions and behaviour, demonstrate the values of AccessHC and Inspiro</li> </ul>

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Key Accountabilities	
Focus Areas	Responsibilities
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>Act in accordance with policies, procedures and code of conduct.</li> <li>Maintain updated and valid credentials in accordance with relevant legislation and industry requirement where applicable to the position.</li> <li>Participate in mandatory training requirements to support the delivery of a safe and effective service.</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>Act in accordance with health and safety policies and procedures at all times.</li> <li>All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.</li> </ul>

Selection Criteria	
<p><b>Standard selection criteria items</b></p> <ul style="list-style-type: none"> <li>Police Check (<i>mandatory</i>)</li> <li>International Police Check (<i>mandatory, if lived/work overseas in past 10 years</i>)</li> <li>Current Victorian Driver's Licence</li> <li>Working with Children check</li> </ul> <p><b>Qualifications, registrations and experience</b></p> <p><i>Minimum -</i></p> <ul style="list-style-type: none"> <li>Tertiary qualifications in business, communications or management; or equivalent experience</li> <li>5+ years' experience in a senior leadership role within a complex, regulated operating environment (preferably health or social services)</li> <li>5+ years of experience leading projects involving significant change management and stakeholder engagement.</li> </ul> <p><i>Desirable -</i></p> <ul style="list-style-type: none"> <li>Experience of leading/supporting a merger within the for-purpose sector</li> <li>Qualifications in project management or change management.</li> </ul>	<p><b>Key skills and attributes</b></p> <ul style="list-style-type: none"> <li>Demonstrated leadership capability, with a track-record of building and influencing a values-driven culture</li> <li>Expertise in applying best-practice project management and change management frameworks to deliver complex projects</li> <li>Exceptional communication, influence and interpersonal skills</li> <li>Strong commercial acumen and ability to take systems thinking approach.</li> <li>Experience in delivering continuous improvement and efficiency in processes and practices</li> <li>Demonstrated ability to work sensitively and collaboratively in a complex internal and external stakeholder environment</li> <li>Contemporary familiarity with Government and for-purpose sector.</li> <li>Technically astute with experience in the application and promotion of MS Office365 tools. Knowledge of platforms and systems used in the health sector is desirable but not essential.</li> </ul>

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*AccessHC and Inspiro are Child Safe Organisations.*

*We actively support an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.*

Authorisations	
<b>Employee Name:</b> <b>Signature:</b> _____ <b>Date:</b> / /	<b>Manager Name</b> <b>Signature:</b> <b>Date:</b>

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