



Employee Position Description

Position Details		
Position Title: Senior Manager – Allied Health & Chronic Disease Care	Department: Primary Care	Reports To: Executive Lead – Primary Care
Primary Work Site: Hawthorn, Doncaster, Richmond and Lilydale	Is travel between sites required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is hybrid working available for role? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Employment Status <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Maximum Term <input type="checkbox"/> Casual		Does the role have direct reports? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Enterprise Agreement: VICTORIAN STAND-ALONE COMMUNITY HEALTH SERVICES (HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE OFFICERS) MULTIPLE ENTERPRISE AGREEMENT 2022-2026		Classification: Grade 5
Position Primary Purpose		
<p>The purpose of this position is to ensure Access Health and Community delivers high quality, safe and sustainable allied health and chronic disease services, and drive ongoing growth and innovation within the portfolio. To deliver on this purpose the Senior Manager will support their team to grow and thrive, proactively manage all aspects of team performance, implement effective risk and quality strategies, and work collaboratively to drive integrated, quality care. As a member of the Senior Leadership team, the role plays an organisational leadership role to champion and deliver on organisational strategy, performance expectations and quality improvement initiatives.</p>		

Key Accountabilities	
Focus Area	Responsibilities
Organisational Leadership	<ul style="list-style-type: none"> Provide advice, insights and reporting to the AccessHC Executive to support effective organisational leadership Support the delivery of the Strategic Plan including development and delivery of associated business plans, regular reviews and reporting on progress towards goals Support an engaged workforce by championing a person-centred and values-driven culture

Key Accountabilities	
Focus Area	Responsibilities
	<ul style="list-style-type: none"> • Communicate effectively across the organisation to inform, engage and empower our people • Build and manage effective relationships with government, key stakeholders and partners as agreed with the Executive • Support proactive organisational performance monitoring including financial, contract, people, risk, quality and safety, legislative compliance, and service performance • With the Executive and Senior Leadership teams, identify, implement and report on organisational organisation-wide performance improvement initiatives to ensure budgets and targets are achieved. • Collaborate with senior leadership colleagues across the organisation to deliver results, including active participation in leadership team meetings and events.
Team Performance	<ul style="list-style-type: none"> • Establish performance targets for the team, aligned to organisational objectives and contracts • Monitor performance to ensure required performance levels (financial, quality, people, compliance, impact) are being met and that continuous improvement and corrective actions are occurring as needed • Work with the Executive Lead Primary Care and finance team to establish annual budgets aligned to organisational requirements • Effectively manage the financial performance to ensure services are delivered within budget, providing monthly variance reporting and reforecasts as required • Work collaboratively with the management team to proactively address any underperformance and put in place appropriate performance improvement initiatives.
Practice Excellence & Integration	<ul style="list-style-type: none"> • Embed allied health and chronic disease service models that are evidence-based practice and aligned to the organisational service model and funding and policy requirements <ul style="list-style-type: none"> ▪ Implement AccessHC consumer feedback, community engagement and impact measurement frameworks and tools across the team and ensure these are being used to drive continuous improvement of services • Work collaboratively with the Senior Leadership teams to identify and implement opportunities for innovation and integration of services to achieve better outcomes.
Risk, Quality & Safety	<ul style="list-style-type: none"> • Ensure organisational risk, quality and safety systems are fully implemented across the team • Monitor compliance with regulatory, contractual and organisational requirements; including ensuring AccessHC is prepared for accreditation activities.
People & Culture	<ul style="list-style-type: none"> • Provide effective leadership, oversight and support to the allied health and chronic disease care team, including tailored development and coaching, supervision and performance management for any direct reports

Key Accountabilities	
Focus Area	Responsibilities
	<ul style="list-style-type: none"> • Work with the People and Culture team to develop and implement workforce plans, to ensure AccessHC can attract, develop and retain a talented group of employees • Develop and implement plans to promote the wellbeing of the team and build engagement.
External Engagement and Business Development	<ul style="list-style-type: none"> • Maintain strong and effective relationships with funders and delivery partners, as agreed with the Executive Lead • Contribute insights and expertise to the development of organisational growth strategies and service plans • Lead the implementation of initiatives to expand allied health and chronic disease services aligned to approved strategies and plans • Work collaboratively with the Business Development function to identify, source and respond to funding opportunities.
<p><i>Beyond the key accountabilities specific to the role, all employees are expected to demonstrate the values of the organisation and the capabilities set out in the AccessHC Core Capability Framework (Attachment 1). The position description outlines the key accountabilities of the role but is not exhaustive. All employees will be expected to comply with their manager's directions when and as required, which may include completion of duties not listed in this document.</i></p>	

Selection Criteria	
Screening Requirements	<input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> International Police Check (if lived overseas in last 10 years) <input checked="" type="checkbox"/> Working with Children Check <input checked="" type="checkbox"/> NDIS Worker Screening <input checked="" type="checkbox"/> Australian Driver's License
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in business, public health/policy, any health discipline or a related field
Experience	<ul style="list-style-type: none"> • A minimum of 5 years of management or senior management in allied health or chronic disease care
Demonstrated Skills and Knowledge	<ul style="list-style-type: none"> • In-depth knowledge of contemporary best-practice and evidence in the delivery of allied health and chronic disease care • A track-record of implementing initiatives and delivering change that improves quality, outcomes and performance • Expertise in working collaboratively with internal and external stakeholders to improve care and drive integration • Strong people leadership capabilities, including developing and supporting skilled and engaged multi-disciplinary teams • Good financial and commercial acumen, with experience of managing services with multiple, diverse funding sources within budget • Excellent communication and interpersonal skills with the ability to build trusting relationships across the organisation and with external stakeholders.
<p>Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience. We value the diversity and strength of Aboriginal and Torres Strait Islander cultures and are committed to delivering on our vision for reconciliation through our recruitment and employment practices.</p>	
Authorisations	
Employee Name: Signature: _____ Date: / /	Manager Name: Signature: _____ Date: / /