

1. POSITION DETAILS			
<b>Position Title</b>	<b>Compliance and Monitoring Officer</b>	<b>Date Approved</b>	
<b>Portfolio</b>	<b>Development and Commissioning</b>	<b>Contract Period</b>	Ongoing – subject to funding
<b>Version update</b>	<b>June 2021</b>	<b>J&amp;P last updated</b>	<b>June 2021</b>
2. POSITION CONTEXT			
<b>Organisational overview</b>	<b>Why We Exist</b> A healthier Adelaide by 2030.		
	<b>Mission</b> We will: <ul style="list-style-type: none"> <li>• Connect and facilitate a quality health system</li> <li>• Ensure that you are heard, consulted and empowered</li> <li>• Work you to improve your health outcomes</li> <li>• Improve your experience of the health system and your outcomes</li> <li>• Ensure health providers work together</li> <li>• Respond to health needs of the most vulnerable in our community.</li> </ul>		
	<b>Our Values</b> Relationships - <i>we build genuine relationships</i> Respect – <i>we value other’s beliefs and expertise</i> Real – <i>we are committed to transparency</i> Results – <i>we implement solutions that work</i>		
<b>Job purpose statement</b>	The Compliance and Monitoring Officer is responsible for supporting all aspects of commissioning processes that fall within the Adelaide PHN Commissioning Cycle. This includes monitoring of Head Agreement and deliverable compliance, development and management of pre and post commissioning tools / infrastructure, procurement assessment, probity management and the contract management system.		
<b>Reporting/working relationships</b>	Reports to: <ul style="list-style-type: none"> <li>• Executive Manager Development and Commissioning via Operations Manager Commissioning.</li> </ul>		
<b>Special conditions</b>	<ul style="list-style-type: none"> <li>• Some out of hours’ work may be required.</li> <li>• Intrastate and interstate travel may be necessary.</li> <li>• Appointment is made subject to ongoing satisfactory screening and criminal history checks.</li> <li>• Must hold and maintain a current Driver’s Licence &amp; insurance.</li> <li>• Must be able to use own vehicle (reimbursement of kms costs made in accordance with the ATO).</li> <li>• Adelaide PHN is a smoke free workplace.</li> <li>• Participate in Performance Review &amp; Development process every 6 months.</li> </ul>		

### 3. ESSENTIAL MINIMUM CAPABILITIES

<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• A passion and commitment to improving primary health outcomes within our community.</li> <li>• Ability to support and achieve Adelaide PHN strategic objectives to deliver outcomes in tight time frames.</li> <li>• Demonstrated ability to work within a team, and in cross-portfolio teams and groups.</li> <li>• Contractual skills including analysis, negotiation, development and compliance.</li> <li>• Contract management and reporting skills including performance monitoring and compliance</li> <li>• Exceptional communication skills both written and verbal and ability to communicate Adelaide PHN key messages.</li> <li>• High level research, analytical and conceptual skills</li> <li>• Ability to engage and collaborate with a wide range of stakeholders and community.</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• A sense of humour</li> <li>• Behavioural flexibility</li> <li>• Consensus decision making</li> <li>• Collaborative problem solving</li> <li>• Results focused</li> <li>• Excellent judgement</li> <li>• Integrity</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Commissioning policy and procedural development and application</li> <li>• Substantial experience in negotiating, analysing, developing, managing and monitoring contracts in a commercial, not for profit or government environment.</li> <li>• Provision of advice and assistance to management in relation to a variety of subject matter including contract terms, risk, compliance obligations, dispute resolution and general matters.</li> <li>• Experience working in a commissioning organisation or working within a commissioning framework</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• General knowledge of the Australian primary health care sector.</li> <li>• Understanding of the Adelaide PHN Commissioning Framework and how it relates to the principles of contract monitoring and compliance.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Cert 4 in Statutory Compliance (Desirable)</li> <li>• Diploma of Quality Auditing (Desirable)</li> </ul>

### 4. ORGANISATIONAL REQUIREMENTS

<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Support the aims and objectives of Adelaide PHN through understanding and implementation of the Adelaide PHN Strategic Plan and Objectives.</li> <li>• Be aware of and adhere to Adelaide PHN's policies and procedures.</li> <li>• Participate in Adelaide PHN Quality Improvement.</li> <li>• Demonstrate a commitment to our Adelaide PHN Values.</li> </ul>
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### 5. ACKNOWLEDGEMENT AND APPROVAL

Key results and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Job & Person Specifications will be reviewed in line with Performance Review & Development processes unless required earlier.

Employee:		Signature:	Date:
Manager:		Signature:	Date:
CEO:		Signature:	Date: