

1. POSITION DETAILS			
Position Title	Integration, Design and Evaluation Officer	Date Approved	
Portfolio	Integration and Design	Contract Period	Ongoing subject to funding
Version update	July 2021	J&P last updated	July 2021
2. POSITION CONTEXT			
Organisational overview	<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>		
Job purpose statement	The Integration, Design and Evaluation Officer: <ul style="list-style-type: none"> <li>• uses available evidence and intelligence to design, develop, review and build capacity in a range of activities which support integrated and coordinated primary health care;</li> <li>• assists in developing evaluation tools and processes, to support and maintain an organisational culture which embraces evaluating and monitoring health services and interventions.</li> </ul>		
Reporting/working relationships	Reports to: <ul style="list-style-type: none"> <li>• Integration Manager.</li> <li>• Works closely with the Population Health team.</li> </ul>		
Special conditions	<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>• Use systems thinking and problem-solving skills to explore a wide range of complex health and clinical areas to clearly define locally relevant issues.</li> <li>• Gather, analyse and synthesise large amounts of information and data to inform an evidence-based approach to priority setting and decision making.</li> <li>• Communicate complex concepts in manners suitable for a variety of target audiences.</li> <li>• Design person-centred, high-quality activities to meet identified local needs.</li> <li>• Understand national, state and local strategies and guidance, and translate relevant objectives into plans for action.</li> <li>• Utilise a range of tools and processes to support efficient and effective integration at organisation, local and system levels.</li> <li>• Work autonomously and in teams, including cross-portfolio teams and external groups.</li> <li>• Use a pragmatic approach to develop and implement evaluation and monitoring activities to support process, formative, impact and outcome evaluations across a range of primary health care projects, programs and activities.</li> <li>• Support a culture of continuous process improvement across and within projects and team, by development and implementation of processes and tools.</li> <li>• Ability to manage conflicting deadlines and requirements.</li> <li>• Exceptional written and verbal communication skills.</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• A passion and commitment to improving primary health outcomes within our community .</li> <li>• A sense of humour.</li> <li>• Behavioural flexibility.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience working in the primary health care and or mental health sector.</li> <li>• Demonstrated experience in design, development or re-design of activities, processes and services.</li> <li>• Proven experience developing and conducting reviews and evaluations of health and community related projects.</li> <li>• Proven ability to implement and manage appropriate systems and processes to maintain the quality and integrity of information and data (quantitative and qualitative).</li> <li>• Demonstrated experience in achieving outcomes through integration and partnership approaches.</li> <li>• Experience building constructive working relationships to engage and collaborate with a wide range of stakeholders and communities.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of the Australian Health System including new and emerging models of care and evidence-based approaches.</li> <li>• Understanding of design and development principles and methodologies within a commissioning and procurement environment.</li> <li>• Information, technology and information management skills, with experience in the use of Outlook, Word, Excel and Power Point.</li> <li>• Understanding of the principles of evaluation frameworks and practical application.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Appropriate tertiary qualifications or relevant experience in a health field.</li> </ul>

#### 4. ORGANISATIONAL REQUIREMENTS

##### Compliance

- Support the aims and objectives of APHN through understanding and implementation of the Adelaide PHN Strategic Plan and Objectives.
- Be aware of and adhere to Adelaide PHN's policies and procedures.
- Participate in Adelaide PHN Quality Improvement.
- Demonstrate a commitment to Adelaide PHN Values.

#### 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: