

JOB AND PERSON SPECIFICATION

1. POSITION DETAILS			
Position Title	Commissioning and Contracts Monitoring Officer	Date Approved	
Portfolio	Development and Commissioning	Contract Period	Contract position subject to on-going funding
Version update	September 2021	J&P last updated	September 2021
2. POSITION CONTEXT			
Organisational overview	Why We Exist A healthier Adelaide by 2030.		
	Mission We will: <ul style="list-style-type: none"> • Connect and facilitate a quality health system • Ensure that you are heard, consulted and empowered • Work you to improve your health outcomes • Improve your experience of the health system and your outcomes • Ensure health providers work together • Respond to health needs of the most vulnerable in our community. 		
	Our Values 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	<p>The Commissioning and Contracts Monitoring Officer will develop and manage the commissioning and contracting of services that fall within the procurement phase of Adelaide PHN’s Commissioning Cycle and will be responsible for the ongoing monitoring of Adelaide PHN funded services across our region consistent with the strategic objectives of the organisation.</p> <p>This includes undertaking appropriate research and analysis to develop comprehensive service specifications based on project design concepts, undertaking market development, identification and sounding, producing approach to market documentation, procurement assessment, probity management, contract development and contract compliance.</p> <p>Additionally, the Commissioning and Contracts Monitoring Officer will be responsible for the ongoing monitoring of Adelaide PHN funded services across our region consistent with the strategic objectives of the organisation, including administration of Folio, Adelaide PHN’s contract information and management system.</p>		
Reporting/working relationships	Reports to: <ul style="list-style-type: none"> • Executive Manager Development and Commissioning via Operations Manager Commissioning. 		

Special conditions	<ul style="list-style-type: none"> • Some out of hours' work may be required. • Intrastate and interstate travel may be necessary. • Appointment is made subject to ongoing satisfactory screening and criminal history checks. • Must hold and maintain a current Driver's Licence & insurance. • Must be able to use own vehicle (reimbursement of kms costs made in accordance with the ATO). • Adelaide PHN is a smoke free workplace. • Participate in Performance Review & Development process every 6 months.
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3. ESSENTIAL MINIMUM CAPABILITIES

Skills and abilities	<ul style="list-style-type: none"> • Ability to administer contract management software and manage contract related information and documentation. • Demonstrated ability to work with stakeholders to achieve organisational/contract goals and performance, including the ability to work within a multi-disciplinary team and collaborative environment. • Demonstrated ability to manage procurement projects; • Skills in policy and procedure development; • Meticulous attention to detail, especially in the development and review of commissioning documentation and contract schedules. • Planning and organisational skills, including the ability to clearly define objectives and priorities, anticipate barriers and risks and find effective solutions. • A passion and commitment to improving primary health outcomes within our community. • Ability to support and achieve Adelaide PHN strategic objectives to deliver outcomes in tight time frames. • Exceptional communication skills both written and verbal and ability to communicate Adelaide PHN key messages. • High level research, analytical and conceptual skills. • High level capacity to understand and operationalise project design and innovation concepts.
Attributes	<ul style="list-style-type: none"> • A sense of humour. • Behavioural flexibility. • Time management. • Collaborative problem solving with a result focus.
Experience	<ul style="list-style-type: none"> • Demonstrated experience in negotiating, analysing, developing, managing and monitoring contracts and performance in procurement environment (ideally in the health or community services sectors). • Demonstrated understanding of probity, legal issues and risk and compliance management. • High level computer literacy with a range of IT tools and platforms and more specifically hands on experience working with Folio or other electronic contract management system.

Knowledge	<ul style="list-style-type: none"> • Extensive knowledge of the Australian primary health care sector. • Working knowledge of the principles of commissioning in the health and/or related sectors. • Detailed understanding of contractual terms and conditions.
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications or relevant experience in commissioning, project and/or contract and/or risk and compliance management, public health, evaluation and/or public sector management.

4. ORGANISATIONAL REQUIREMENTS

Compliance	<ul style="list-style-type: none"> • Support the aims and objectives of Adelaide PHN 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 our Adelaide PHN Values.
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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: