

JOB AND PERSON SPECIFICATION



1. POSITION DETAILS			
Position Title	Capacity Building Coordinator	Date Approved	1 June 2020
Portfolio	Mental Health and AOD Team	Contract Period	Ongoing subject to funding
Version update	March 2021	J&P last updated	June 2020
2. POSITION CONTEXT			
Organisational overview	Vision A Healthier Adelaide by 2030		
	Mission We will: <ul style="list-style-type: none"> • Connect and facilitate a quality health system • Ensure that our community members are heard, consulted and empowered • Work with our community members to improve their health outcomes • Improve our community members' experience of the health system and their health 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	The Capacity Building Coordinator works closely with the Adelaide PHN commissioned service providers to ensure the implementation and delivery of commissioned services and builds on the existing abilities of commissioned service providers, communities, organisations and systems to achieve the objectives of the Adelaide PHN.		
Reporting/working relationships	Reports to: <ul style="list-style-type: none"> • Mental Health and AOD Manager 		
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). • APHN is a smoke free workplace. • Participate in Performance Review & Development process every 6 months. 		

3. ESSENTIAL MINIMUM CAPABILITIES

Skills and abilities	<ul style="list-style-type: none"> • A passion and commitment to improving primary health outcomes within our community. • Ability to support Adelaide PHN objectives to deliver outcomes within required timeframes. • Understanding of, and ability to practice in a manner consistent with, the principles of Primary Health Care. • Exceptional communication skills both written and verbal, and the ability to communicate Adelaide PHN key messages. • Ability to engage and collaborate with a wide range of stakeholders and community groups. • Demonstrated ability to work within a team, and in cross-portfolio teams and groups. • Demonstrated problem solving and analytical skills including an ability to identify innovative and cost-effective solutions. • Demonstrated ability to prepare reports including recommendations. • Ability to exercise sound judgement in making decisions, with the demonstrated ability to think and act strategically in the formulation and implementation of policies and practices. • Ability to oversee a range of contracts and maintain responsibility for coordinating all aspects of the contract and associated deliverables. • Demonstrated ability in monitoring performance and supporting the achievement of KPIs. • Capacity to analyse data and systems.
Attributes	<ul style="list-style-type: none"> • Commitment to improving health outcomes for vulnerable populations. • Resilience, responsiveness, enthusiasm. • Capacity to work within a dynamic, forward-focussed environment. • A sense of humour.
Experience	<ul style="list-style-type: none"> • Demonstrated experience working in the Mental Health sector. • Demonstrated experience in health management and project management using standard project management techniques and knowledge, or the ability to acquire knowledge of basic scoping methodologies. • Significant experience in building beneficial professional relationships with a wide range of stakeholders, including health care providers, community services, government departments employers and the general public. • High level of expertise and experience in researching and critical analysis of complex issues in human service delivery and service development. • Demonstrated experience in the review and analysis of program level budgets
Knowledge	<ul style="list-style-type: none"> • Extensive knowledge of the Australian primary mental health care sector. • Working knowledge of the principles of commissioning. • Working knowledge of capacity building principles. • Knowledge of Primary Health Care practice.
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in a health or human services (or relevant experience).

4. ORGANISATIONAL REQUIREMENTS

Compliance

- 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.

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:	Deb Lee	Signature:	Date: