

JOB AND PERSON SPECIFICATION

1. POSITION DETAILS			
Position Title	Head to Health Project Manager	Date Approved	
Portfolio	Mental Health and Alcohol and Other Drugs (MH&AOD)	Contract Period	Fixed Term Contract to 30 June 2023
Classification	Level 6-7	Salary	\$95,000 - \$110,000
Version update	1	J&P last updated	April 2022
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 with 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 Signature Behaviours <ul style="list-style-type: none"> • Do what we say we will do. • We are consistently transparent and timely. • We use our people and resources wisely. • Work, achieve and celebrate together. 		
Job purpose statement	<p>The Head to Health Project Manager role will manage the ongoing development, establishment and implementation of Head to Health as a platform for mental health system navigation, including phone line, Hub/s and website that are integrated with PHN commissioned and other primary care services in South Australia.</p> <p>The position will be responsible for managing key stakeholders, ensuring appropriate consultation and integration occur, managing timelines and key milestones while ensuring key appropriate project management methodologies are implemented.</p> <p>This is a key leadership role within the Mental Health and AOD Team and will support the development, establishment and delivery of the Head to Health model. Initially the role will work closely with the CRU Operations Manager to implement the Head to Health National Phone Line.</p>		
Reporting/working relationships	Reports to: <ul style="list-style-type: none"> • Executive Manager MH&AOD 		
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. 		

3. ESSENTIAL MINIMUM CAPABILITIES

Skills and abilities	<ul style="list-style-type: none"> • Ability to co-ordinate and develop robust implementation and project plans, and implement and analyse projects, using evidenced based project management methodologies; • Ability to provide authoritative advice to internal and external stakeholders and prepare and present detailed reports, briefs, and other documentation as required on complex matters; • Highly developed project management skills, including monitoring and reporting on project progress to key stakeholders on overall project performance, including providing project reports; • Ability to identify and provide timely authoritative quality advice on issues affecting projects and facilitate decisions leading to proactive project implementation, including identify emerging pressures, issues, risks and initiate management strategies to address them; • Demonstrated capability for quality written communication, including the preparation of internal and external communications, including status updates, briefings and reports, to a professional standard; • Demonstrated ability to support and develop strategic and operational planning through established governance processes and translate strategic objectives to project goals and activities; • Demonstrated influencing and relationship management skills including the ability to develop and maintain strong collaborative partnerships and to work with all levels of internal and external stakeholders; • Demonstrated leadership skills; • Demonstrated ability to manage competing priorities and agendas to achieve agreed objectives, key milestones and timelines; • Capacity to work both autonomously and in a self-managed team environment with an agile and fast paced mindset to achieve project milestones; • Demonstrated conceptual, analytical, evaluation and communication skills.
Attributes	<ul style="list-style-type: none"> • Strategic thinker; • Behavioural flexibility; • Build rapport quickly.
Experience	<ul style="list-style-type: none"> • Project Management experience, including multi-stakeholder projects (preferably in the area of mental health); • Experience working in clinical and or/ psychosocial mental healthcare delivery (desirable); • Demonstrated experience coordinating and leading knowledge management activities with a focus on best practice within mental health service delivery; • Experience coordinating effective procurement of services, covering technical capability, reporting procedures and quality mechanisms.
Knowledge	<ul style="list-style-type: none"> • Sound understanding of mental health, project management, public health or health design; • Understanding of the Australian primary health care system, including understanding of patient care approaches such as stepped care mental health service delivery;

	<ul style="list-style-type: none"> • Demonstrated understanding of the primary health care sector in South Australia, and the importance of pathways of care between primary and secondary care.
Qualifications	<ul style="list-style-type: none"> • Relevant tertiary qualifications in a health-related area and/or extensive experience in health-related project management and delivery. • Formal project management qualifications and experience are desirable.

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 and Signature Behaviours.
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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: