



HSS Registered August 2016

## Director - Community and Population Health Service

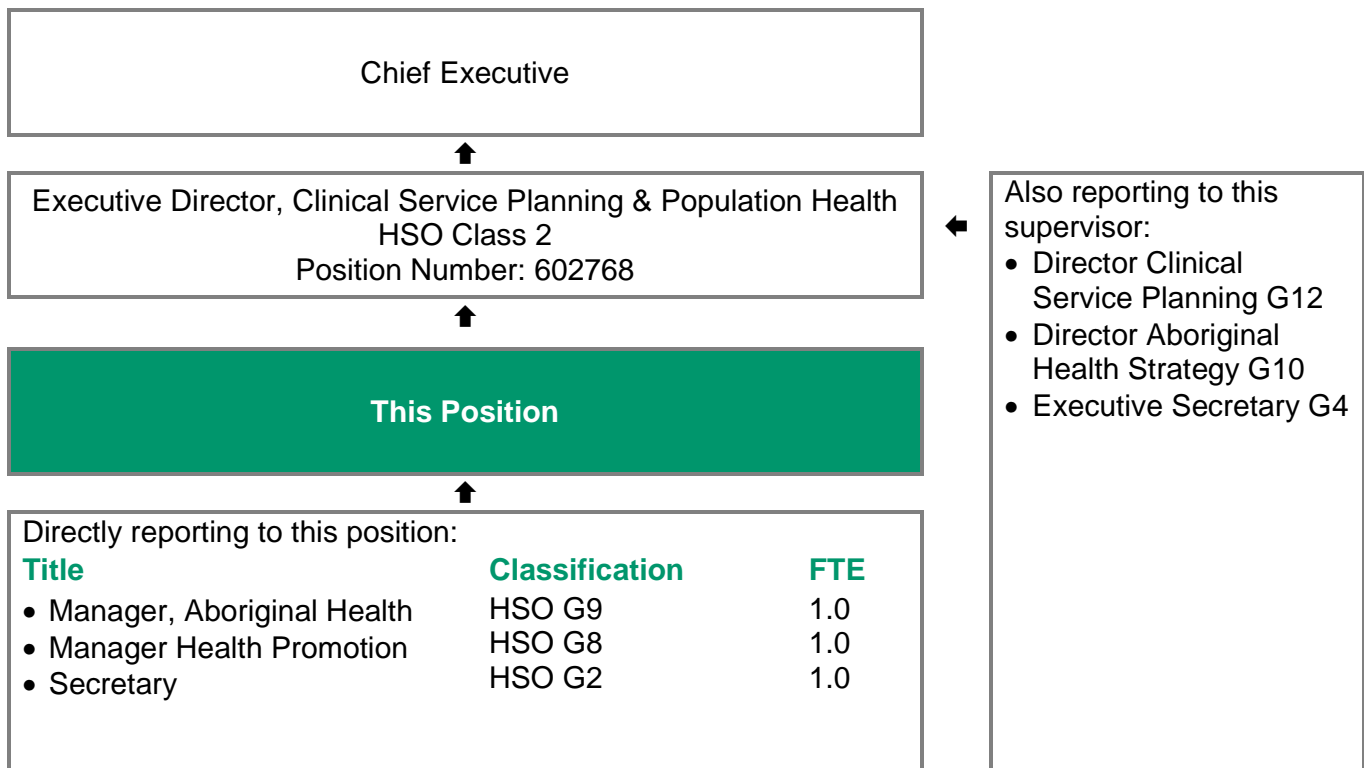
Health Salaried Officers Agreement; Level G11

Position Number: 602822

Clinical Service Planning & Population Health

East Metropolitan Health Service

### Reporting Relationships



### Key Responsibilities

Provides leadership, management and clinical governance for a range of community based sub-acute services and population health programs with the aim of keeping people well and reducing time in hospital.



## Brief Summary of Duties (in order of importance)

### 1. Service Leadership

- 1.1 Responsible for the clinical, business and financial governance of the community and population health services.
- 1.2 Develop and implement strategic and operational plans for the services and programs to meet the performance and reporting requirements of the funding organisations.
- 1.3 Monitors the internal and external environment to ensure services and programs are able to meet the changing needs of the health care industry and are aligned with the vision and direction of EMHS.
- 1.4 Provides leadership to ensure the alignment of service models and interfacing of the acute care with primary care in the providing patient-centric, safe, effective and timely care.
- 1.5 Provide leadership to ensure a primary health care approach to the delivery of services and programs with a particular focus on Aboriginal communities and those at risk or vulnerable populations.
- 1.6 Identify workforce requirements and emerging issues related to service delivery and implement strategies to meet the needs e.g. recruitment, retention and scope of practice.

### 2. Management of the delivery of clinical services

- 2.1 Responsible for the efficient and effective delivery of community and population health services, implementing change where identified including service redesign and reporting on service delivery outcomes, outputs and standards of care.
- 2.2 Responsible for planning and development of service and program plans that includes clinical & key performance indicators, service delivery priorities and targets, resource levels and timing requirements.
- 2.3 Responsible for ensuring service and professional standards are developed, maintained and implemented across all services and programs.
- 2.4 Ensures fair and equitable distribution of services of area wide services across all health service catchments.
- 2.5 Ensures the development and implementation of policies, protocols and pathways relevant to all services and programs.
- 2.6 Responsible for identifying and implementing in collaboration with partner organisations opportunities for research targeting population health strategies and improving patient outcomes.

### 3. Management of business services

- 3.1 Oversees the management of the business activities to ensure workforce, finances, systems, equipment and assets are at appropriate levels to effectively and efficiently deliver the services.
- 3.2 Accountable financial planning, management and expenditure of service and program budgets and reporting financial performance against key performance indicators. Where appropriate remedial action is taken to ensure services are managed within budget.
- 3.3 Oversee the recruitment and deployment of staff across all services and programs.

### 4. EMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment in consultation with staff under direct supervision.
- 4.2 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.3 Participates in an annual performance development review and undertakes performance development review of staff under their supervision
- 4.4 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement

- activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
  - 4.6 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
  - 4.7 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 5. Undertakes other duties as directed.**

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated extensive clinical experience and knowledge of population health and Aboriginal health, primary care and ambulatory care service models at a senior level.
2. Demonstrated ability to provide effective leadership in a complex environment including leading change and problem solving to achieve service delivery and organisational outcomes.
3. Demonstrated high level communication skills including working in complex teams and with a wide range of stakeholders to develop opportunities to influence and achieve improved health system outcomes for patients.
4. Highly developed interpersonal, negotiation and written communication skills including report writing.
5. Demonstrated highly developed conceptual and analytical skills, including ability to develop, implement and evaluate policies and standards and the application of best practice and risk management principles.
6. Demonstrated skills and ability to manage human, financial and material resources.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Tertiary qualification in a clinical, business or other relevant discipline.
2. Current "C" or "C.A." class drivers licence.

### Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

**The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**

<b>Manager / Supervisor Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>

<b>Dept. / Division Head Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>

**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

<b>Occupant Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Effective Date</b>			

**HSS Registration Details (to be completed by HSS)**

<b>Created on</b>	<b>Last Updated on</b>	09/08/2016 he104344