

Southern NSW Local Health District Mental Health and Alcohol & Other Drugs

DRAFT POSITION DESCRIPTION TEMPLATE

Complete template. People and Wellbeing upload information to ROB. ROB generates Position Description.

Position Classification

Health Manager Level 5

Award

Health Managers (State) Award 2021

Category

Choose one category and a corresponding sub-category in the same row

Category	Sub-category
<input checked="" type="checkbox"/> Mental Health Drug & Alcohol	Manager
<input type="checkbox"/> Nursing and Midwifery	Choose an item
<input type="checkbox"/> Allied Health	Choose an item
<input type="checkbox"/> Administration	Choose an item
<input type="checkbox"/> Project Management	Choose an item
<input type="checkbox"/> Marketing and Communications	Choose an item

Position Title

Manager Priority Programs, Partnerships, and Senior Allied Health Lead

Position Location

Various

Primary purpose of the role

The Manager Priority Programs, Partnerships, and Senior Allied Health Lead has two roles.

The position manages priority programs and partnerships for Mental Health and Alcohol & Other Drugs. This includes Aboriginal mental health, lived experience, perinatal and infant mental health, intellectual disability mental health, family and carers, eating disorders, Safe Start, School Link, and Response & Recovery. Program leads are located across multiple sites and report directly to this position. The position also manages partnerships with internal and external stakeholders including community managed organisations.

The position is also the professional lead for allied health within Mental Health and Alcohol & Other Drugs. The professional lead provides high level advice pertaining to Allied health service delivery, workforce planning and governance. The role also supports operational managers to promote the provision of equitable, sustainable and high-quality services to communities across Southern NSW Local Health District.

The Manager Priority Programs, Partnerships, and Senior Allied Health Lead is a member of the Mental Health and Alcohol & Other Drugs Executive and reports directly to the District Director Mental Health and Alcohol & Other Drugs.

Key accountabilities (maximum 10)

- Lead and manage mental health priority programs including Aboriginal mental health, lived experience, perinatal and infant mental health, intellectual disability mental health, family and carers, eating disorders, Safe Start, School Link, and Response & Recovery.
- Lead and manage partnerships with internal and external stakeholders including community managed organisations.
- Provide timely and effective analysis, advice and recommendations on strategic and operational issues to the District Director.
- Meet deadlines, achieve key performance indicators, financial targets, and achieve organisational goals.
- Develop and deliver an annual operational plan.
- Implement the Elevate principles and maintain a focus on workplace wellbeing.
- Maintain exceptional written and verbal communication.
- Be an active team member of the Executive, participate in the Mental Health and Alcohol & Other Drugs Executive on-call roster, and undertake other duties as required.

Key challenges (maximum 3)

- Successfully manage high workloads and competing demands.
- Manage a team of program leads across multiple sites, which includes travel and overnight stays as required.
- Develop and maintain effective communication links and relationships with operational managers, clinical leaders and staff across a diverse and complex service setting.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Provide advice, escalate issues, meet deadlines, provide regular updates on key projects, issues and priorities, undertake duties as directed
Work team	<ul style="list-style-type: none"> • Be an effective member of the work team, collaborate, participate in meetings, share information and provide input on issues
Patients, consumers, families and carers	<ul style="list-style-type: none"> • Ensure services provide safe, contemporary, trauma informed, evidence-based care and treatment
Service Stakeholders	<ul style="list-style-type: none"> • Liaise, consult and develop effective professional relationships
Other Local Health Districts	<ul style="list-style-type: none"> • Liaise, consult and develop effective professional relationships





Selection Criteria (maximum 7)

1. Relevant tertiary qualifications in allied health or relevant professional experience or a combination of both.
2. Demonstrated experience in the leadership and management of health services.
3. Demonstrated understanding of current NSW mental health policy and programs.
4. Demonstrated experience in providing leadership to allied health teams, including professional practice, workforce planning and governance processes.


5. Demonstrated ability to build and maintain partnership networks between government and non-government organisations.
6. Proven success in managing multidisciplinary teams, coaching staff, managing performance and fostering workplace wellbeing.
7. Demonstrated high level written and verbal communication skills with experience in conflict resolution and negotiation.
8. Current unrestricted drivers' licence and a willingness to travel and stay overnight as the role requires.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities.

Capabilities			
Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Advanced
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Advanced
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Advanced
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Advanced
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Advanced
	Work Collaboratively	Collaborate with others and value their contribution	Advanced
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate
	Manage and Develop People	Engage and motivate staff, and develop capability and potential in others	Advanced
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Advanced

Capabilities

Capability group/sets	Capability name	Description	Level
 People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Adept

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