

Position Description

Name:		Date:	4 March 2021
Position Title:	Senior Project Officer – Age Friendly Ovens Murray		
Reporting to:	Manager – Age-Friendly Ovens Murray		
Direct Reports:	None		
Budgetary Responsibilities	None		
Liaises with Internally	<ul style="list-style-type: none"> • Upper Hume PCP staff • Gateway Health staff as the auspice organisation 		
Liaises with Externally	<ul style="list-style-type: none"> • Stakeholders at a commensurate level including older people 		
Position Context	<p>The Age Friendly Northeast Victoria Alliance is a growing network of stakeholders seeking to ensure the Ovens Murray area is a great place to grow old. Stakeholders include older people, federal, state and local government agencies, health and social care services, businesses, educational institutions, community-based non-government organisations, and researchers.</p> <p>The Alliance is a collaborative partnership using the World Health Organization (WHO) Global Network for Age-Friendly Cities and Communities (GNAFCC) approach.</p> <p>The position operates under limited direction with accountability for supporting and connecting Alliance members across the Ovens Murray catchment.</p>		
Organisation Context	<p>Upper Hume Primary Care Partnership involves a small team of skilled staff that bring health and community services agencies together, supporting and leading collaborative programs to respond to the multiple, complex challenges facing our community. Staff provide expertise and technical knowledge to support partners work together with a focus the delivery of integrated, responsive health and social care systems that enhance wellbeing outcomes for our communities.</p> <p>UHPCP staff are employed by Gateway Health and are covered by Gateway Health’s organisational policies. The Department of Health has confirmed all PCP staff positions will be maintained beyond the current period of health reform. UHPCP Executive have committed funds for the Age-Friendly Ovens Murray initiative until June 2022</p>		
Code of Conduct	<p>Employees are expected to, at all times:</p> <ul style="list-style-type: none"> • Maintain a high professional standard and work with integrity • Develop a collaborative working relationship • Communicate with respect and tolerance • Maintain a client focus 		

	<ul style="list-style-type: none"> • Adopt a Continuous Quality Improvement approach • Work within legislative and compliance framework <p>Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures</p>
Best Practice <i>(Knowledge & application of skills required for this position. Knowledge & understanding of equipment, legislation, policies & procedures)</i>	
Key Responsibilities	Agreed Achievements
<ul style="list-style-type: none"> • Develop plans and objectives for the establishment of communities of practice for older people and commensurate level staff in member organisations • Assist with the development and implementation of the work of the Alliance Steering Committee • Document and share the age-friendly work of Alliance members • Provide advice to stakeholders on effective age-friendly policy and practices 	<ul style="list-style-type: none"> • Communities of practice (however named) are established • Alliance action items are completed in a timely manner • Area-wide age-friendly initiatives are documented and shared
Research, Leadership and Education <i>(Demonstrated experience and understanding of the need for continuation of personal & professional development)</i>	
Key Responsibilities	Agreed Achievements
<ul style="list-style-type: none"> • Undertake research and evaluation of age-friendly initiatives in rural settings • Interpret relevant policies and provide technical advice to stakeholders • Process analytical results and present data into formats suitable for stakeholder interpretation • Assist in the design and delivery of training, events, and workshops 	<ul style="list-style-type: none"> • Age-friendly initiatives are evidence-based wherever possible and evaluated • Technical advice is provided in a timely, relevant manner • A calendar of events and training is developed and actioned
Team, Culture Building and Communication <i>(Communication & interpersonal skills including liaising with internal & external stakeholders)</i>	
Key Responsibilities	Agreed Achievements

<ul style="list-style-type: none"> • Develop and maintain internal and external relationships • Gather, analyse and report on and the support needs for age-friendly practitioners, including older people • Liaise with internal and external stakeholders and contribute to providing support on age-friendly initiatives to ensure positive outcomes • Develop online and offline resources such as blogs, case studies, toolkits, etc • Assist in and support staff 	<ul style="list-style-type: none"> • Stakeholders value the relationship with AFOM staff • Documents provide a rich understanding of the needs of age-friendly practitioners • Resources are available in a range of formats • Staff report a strong team culture
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Clinical and Administrative Systems
(Org processes, admin & documentation requirements, professionalism & timely reporting)

Key Responsibilities	Agreed Achievements
<ul style="list-style-type: none"> • Maintain a sound knowledge of the roles and functions of the Alliance, UHPCP and Gateway Health • Maintain a well-developed understanding of population ageing, relevant state and federal policies, healthy ageing and the WHO Global Network for Age-friendly Cities and Communities • Contribute to the administrative functions of the Age-Friendly Ovens Murray initiative ensuring effective and efficient project management 	<ul style="list-style-type: none"> • Technical expertise reflects current knowledge of relevant Ovens Murray organisations and technical knowledge • Complete documents and notes within agreed time frames and in accordance with GH policies and procedures

Quality, Safety and Compliance
(commitment to ensuring quality services are delivered to both internal and external clients through continuous improvement)

Key Responsibilities	Agreed Achievements
<ul style="list-style-type: none"> • Provide and update Working with Children(s), Disability Workers Exclusion scheme and Police Checks and immediately report any changes to their status to Gateway Health • Ensure an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines • Ensure a safe working environment for yourself, your colleagues and members of the public 	<ul style="list-style-type: none"> • Comply with all service/program and organisational strategies related to risk management, contributing to their review and improvement, and risk escalation should it be required. • This will be done through risk identification, review, analysis and evaluation and by actively encouraging risk to be raised and treated> • Responses to risks raised shall be managed in a proactive and timely manner

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| <ul style="list-style-type: none"> • Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the Gateway Health workforce • Contribute to organisational quality and safety initiatives • Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public • Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements • To continually develop both personally and professional to meet the changing needs of your position, career and organisation | <ul style="list-style-type: none"> • Develop and maintain a personal care plan and attendance in the Gateway Health Clinical Supervision or Line Management Meetings • Demonstrated participation in ongoing Quality Assurance and Quality Improvement activities • Ensure policies, procedures and codes are complied with at all times. |
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Key Selection Criteria

Applicants MUST address the Selection Criteria below when completing an employment application

Essential

1. Relevant tertiary qualification and/or commensurate experience in a pertinent field.
2. Demonstrated high level interpersonal skills to work as a member of a team in a co-operative and collegial manner and to effectively communicate with diverse internal and external stakeholders
3. Demonstrated ability to build effective relationships with a wide range of people through success in running a network, community of practice or similar learning group.
4. Strong analysis, research and planning and project management skills.
5. Excellent written and analytical skills, including demonstrated ability to write and present information clearly and concisely for specific targeted groups

Desirable

1. Experience of health promotion/public health in the context of healthy ageing
2. Experience working in rural communities.

Inherent Requirements

Gateway Health has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the position (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others. The position may require the following tasks among other things:

- Manual handling (pushing, pulling, lifting, holding, carrying)
- Sitting, standing, bending, reaching
- Computer work, data entry
- Operating equipment
- Use of personal protective equipment
- General waste handling
- Driving motor vehicles

- Dealing with anxious or upset staff, consumers or members of the public
- Work at other locations may be required

Satisfactory National/International Police, Disability Worker Exclusion Scheme and Victorian Working with Children Checks must be provided prior to commencement

A current Australian Drivers Licence or accepted International Drivers licence is required

Award and Conditions

- 0.6 eft, 22.8 hours per week, with flexible times/days
- HS5
- Salary packaging as per company policy
- 6 month probationary period
- Flexible work place arrangements across the region, travel will be required as part of the role

Victorian Stand Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022

Performance Monitoring

An initial review of performance will be undertaken within six (6) months and then formally reviewed every 12 months based upon this position description.

Last Appraisal Date	
Next Appraisal Date	

I acknowledge:

- That I will recognise and celebrate diversity, and will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.
- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That Gateway Health has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to Gateways Health’s Child Safety Standards procedure.
- That I have read and fully understand the Position Description and Inherent Requirements of the position
- I agree that I have the physical and psychological ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- Gateway Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff member(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____

Employee Signature: _____ **Date:** _____

Print Name: _____