



Restructure Consultation Paper Strategy, Innovation and Digital Health

May 2024





Comments or feedback on this proposal can be
submitted in writing to

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by COB 7 June 2024

Version Control

Version Number	Date (DD/MM/YYYY)	Details of Changes	Author (Name and Position Title)
1.0	05 May 2024	Original version	Lisa Altman Director Strategy, Innovation and Improvement

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1. Overview of SESLHD Strategy, Innovation and Improvement and Digital Health

1.1 Background

The Strategy, Innovation and Digital Health Directorate (SIDH) will bring together the Strategy, Innovation and Improvement Directorate and the Digital Health Directorate for a two-year period while the Director of Digital Health is on secondment. Synergies across the two directorates will be realised through this restructure.

The original Strategy, Innovation and Improvement Directorate consists of three main pillars – Planning and Partnerships, Change and Innovation, and Clinical Insights and Analytics, supported by the Business Support Team and the Executive Assistant role. The Virtual Health team is responsible for the implementation of the Virtual Health Strategy. The directorate is responsible for leading, managing and directing major project initiatives and high priority strategies requiring a whole of district perspective to successfully deliver required outcomes.

The directorate encompasses strategy and planning functions, analytics and project management resources to ensure strategic allocation of resources to key organisational priorities and initiatives. It drives and enables the delivery of key strategic and operational initiatives by developing innovative solutions to improve the quality and efficiency of service delivery. The directorate oversees the development of organisation strategies and plans, while also monitoring the implementation of such plans.

The original Digital Health Directorate is a shared service providing information and communication technology (ICT) services to

- The Illawarra Shoalhaven Local Health District (ISLHD) and
- The South Eastern Sydney Local Health District (SESLHD)

Digital Health delivers a digitally enabled, integrated healthcare and support service that facilitates the provision of a digital environment for SESLHD and ISLHD staff and patients. The directorate is organised around the key deliverables of Investment and Demand Management, Business and Technology Services, Application Services, Risk and Cyber Security and Business Planning and Development. These teams work closely with clinical and business partners to deliver a viable ICT service.

Services include:

- Monitoring the performance and condition of hardware and software
- Maintaining the infrastructure supporting hardware and software
- Ensuring proper data integration support amongst ICT components and elements
- Ensuring infrastructure-compatible ICT equipment is purchased and deployed

Professional business support is provided to SESLHD and ISLHD in:

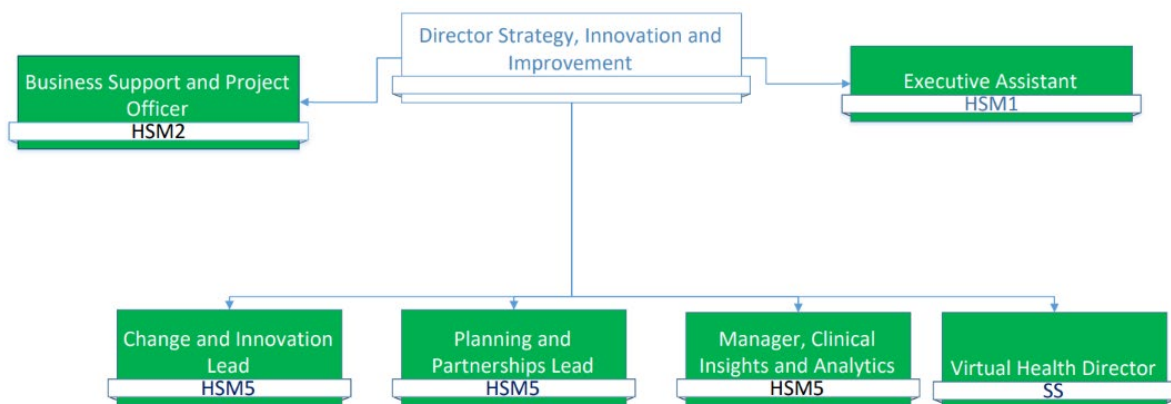
- ICT demand and request investigation to ensure value for money in ICT initiatives.
- ICT program and project management to make sure approved works are managed for success.
- Applied knowledge in Cyber Security to keep our patients and staff safe from cyber attacks.

1.2 Current Organisation Structure

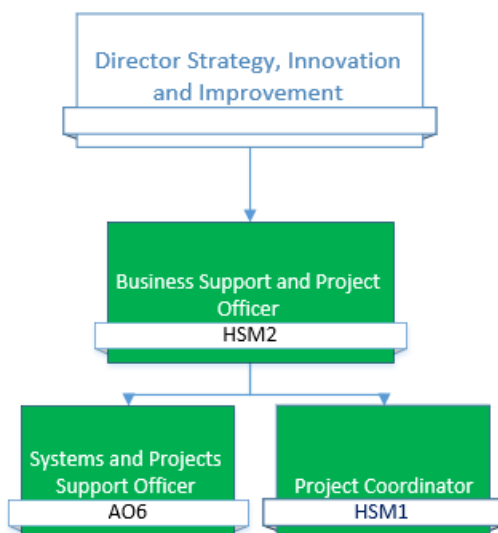
The current organisational structure of the SII and Digital Health directorates, and respective services in scope for the proposed restructure and position changes are shown on the following pages.

1.2.1 Current Organisation Charts

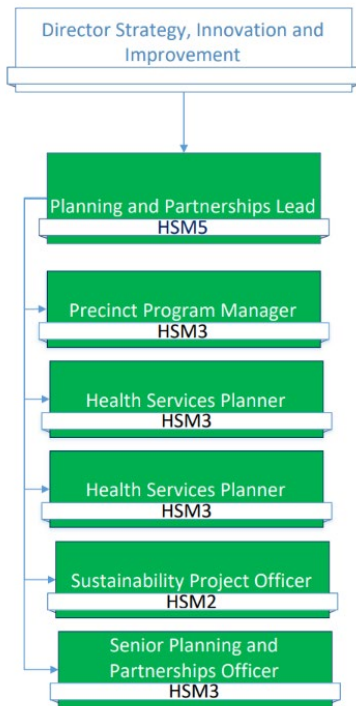
SII Leadership and SII Director Direct Reports



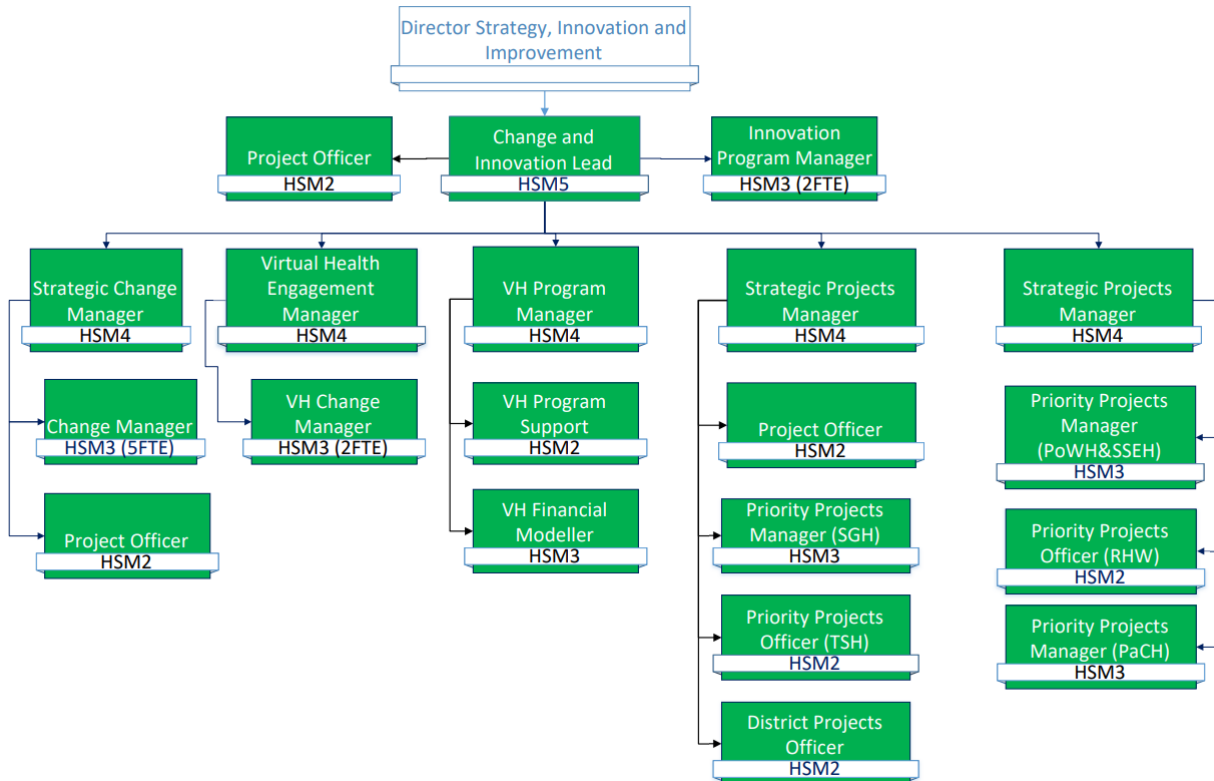
SII - Business Support Operations



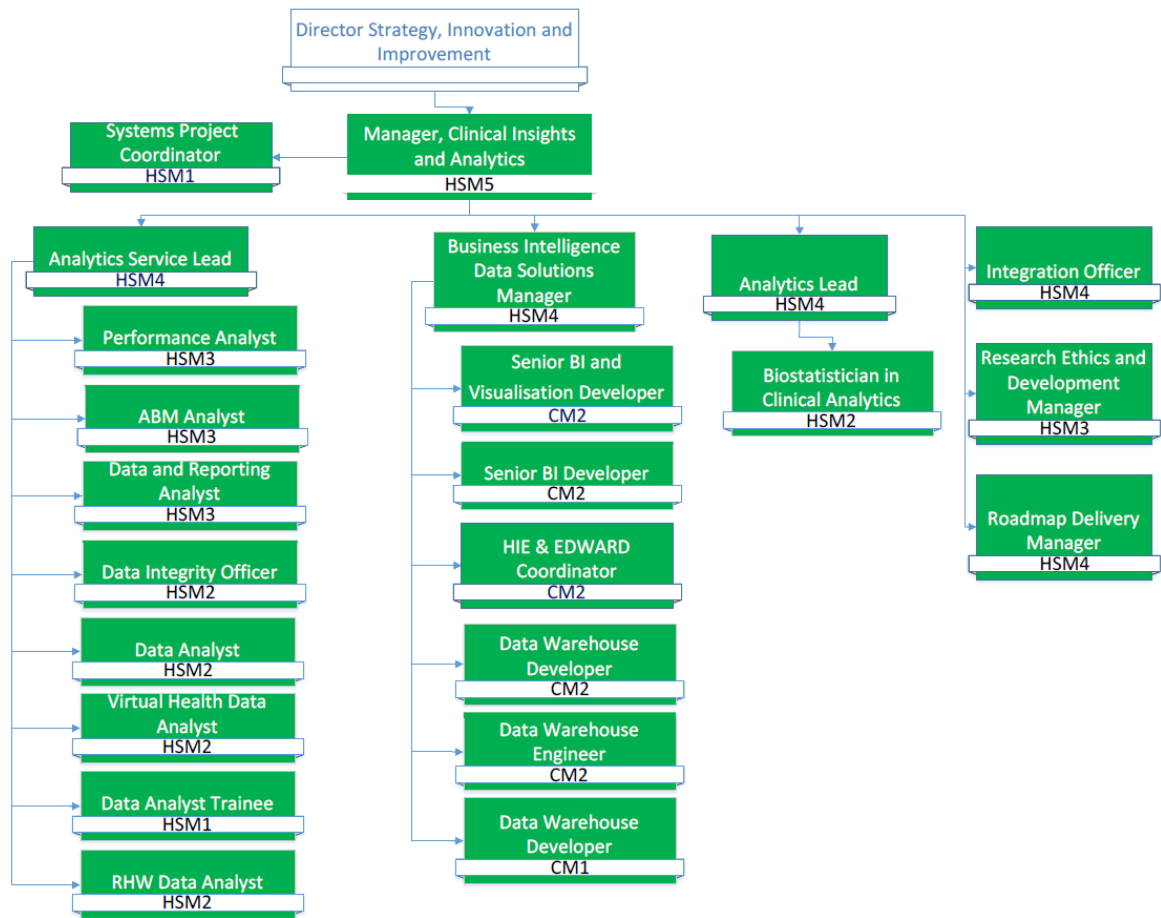
SII - Planning and Partnerships



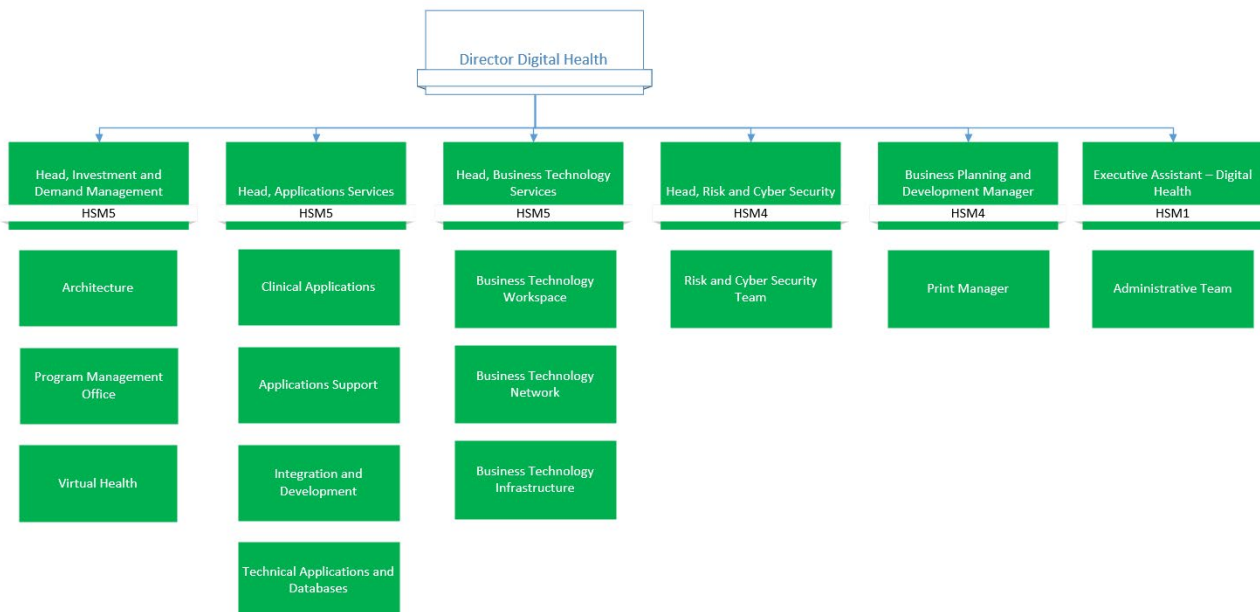
SII - Change and Innovation



SII - Clinical Insights and Analytics



Digital Health



1.3 Case for Change

The decision to temporarily merge the SII and Digital Health Directorates also provides an opportunity to align complementary functions of each Directorate. Specifically, the Business Support Operations, Administration, Applications Services and Clinical Insights and Analytics Teams will be able to effectively coordinate work and deliver on priorities in a revised structure that brings together similar functions under the same reporting lines.

Since the formation of the current SII structure, the strategic direction of the organisation has been further developed in the SESLHD 2025 Strategy *Exceptional Care, Healthier Lives*, the *SESLHD Health Services Plan* and the *SESLHD Virtual Health Strategy*.

- The Virtual Health Team has been created to implement the Virtual Health Strategy, working closely with the operations team in the Community Management Centre (CMC), hosted by the Prince of Wales Hospital.
- Major bodies of work (e.g. Improvement Framework, Environmental Sustainability Plan) are also moving from the design to delivery stage, which requires a different organisational alignment to support effective implementation.

The current workload and reporting lines across all pillars have been examined. Changes are proposed to reporting lines to better support People Managers in the balance of individual project and business as usual (BAU) deliverables alongside effective and supportive management of the people within their teams.

Clinical Insights and Analytics (CIA)

The CIA team has seen a notable turnover of experienced staff in recent years amidst a significant increase in work complexity. The team is responsible for delivery of the local response to the Ministry of Health Enterprise Data Warehouse (EDWARD) program, development of dashboards to provide clinical and corporate information to the organisation, and regular and adhoc performance and operational analytics and reporting. More recently the team has also developed clinical and statistical analytics functionality. The team has been significantly challenged in building a governance and process framework that allows it to deliver on SESLHD's strategic direction to ensure our clinicians, managers and executives can access business information and analytics through a self-service platform that provides a respected and trusted single source of truth. The increasing pace of technological change, and the increasing reliance on data-informed decision-making, highlights the challenges in balancing infrastructure development and analytics capability within the one team. A key challenge for the leader of the CIA team is staying current with technology, particularly cyber security, and delivering a stable technology platform that operates seamlessly (especially from a service management framework) with other systems accessed by the SESLHD workforce.

Change and Innovation (C&I)

The Change and Innovation pillar has built broad capability and capacity across the organisation in change and project management. The team works directly with executive and clinical leadership at sites and services through embedded project manager resources and providing change and project management leadership for complex cross-Dis. The C&I team are also responsible for building capacity and

capability in change management across SESLHD, including delivering training in Redesign, JumpStart and Accelerating Implementation Methodology (AIM). The expectations and demand on the team have grown significantly as the organisation's strategic ambitions have developed. While the team has established career pathways for project and change managers, it has proven challenging to resource the Innovation Manager role and work on developing an Innovation Framework has not progressed. It is also recognised that the skills required to lead and deliver the design of frameworks (including Improvement, Innovation and Environmental Sustainability) are different from those required for the implementation of the frameworks and the current structure does not provide the necessary support for implementation.

Planning and Partnerships (P&P)

The Randwick Health and Innovation Precinct (RHIP) represents a unique opportunity to leverage the combined strengths of SESLHD, the University of NSW, the Sydney Children's Hospitals Networks, and Medical Research Institutes, to benefit the district and the broader health system. The P&P team will strengthen the RHIP collaboration alongside relationships with key government and primary care partners to develop the SESLHD Partnership Framework. The team is also responsible for strategic business planning, the evaluation and monitoring of the district strategy and the creation of clinical and service plans that articulate the direction of the district. Challenging long-held beliefs and practice, bringing thought leadership to conversations with clinicians and other stakeholders, and building support for ambitious and achievable recommendations are the key deliverables for this group. Continued investment in the development of the team's deep planning skills is required to sustain the planning workforce.

Virtual Health

The Virtual Health team implements the Virtual Health Strategy. The team works in collaboration with the Prince of Wales Hospital (POWH) operational team to develop virtual health models that can be scaled across SESLHD, delivered through the central Virtual Health Hub hosted by POWH. The relationship between the Change and Innovation Pillar and the Virtual Health team is pivotal, with each having responsibility for changing models of care and service delivery, and strong networks throughout the sites and services.

Business Support Operations and Administration

At present, these two teams provide administrative and project support, and management of events, across the SII and Digital Health directorates. Maintaining these as two separate teams introduces the potential for confusion with internal and external stakeholders about where to direct executive correspondence and where responsibility for different functions lies. It also increases the likelihood of disparate processes and procedures remaining in place across the directorate, undermining the ability to operate as one team.

2.1 Proposed Organisation Structure

The proposed Strategy Innovation and Digital Health structure has been informed by thorough analysis of the resources required to deliver on the *Exceptional Care, Healthier Lives* Strategy and the *SESLHD Health Services Plan* while maintaining business as usual activities. It also seeks to realise the synergies in merging the SII and Digital Health Directorates.

Key considerations in determining the structure:

- A senior leadership team will continue to lead the pillars and be responsible for ‘hands on’ leadership of significant and complex programs of work.
- People Leader roles will continue to be responsible for the management, coaching and development of their team members, and for ‘hands on’ delivery of projects and business as usual requirements.
- The Virtual Health Team continues as part of the Change & Innovation Pillar, to foster strong collaboration between change and project team members in SIDH.
- Responsibility for the design and delivery of the Innovation Framework will rest with the Head, Change and Innovation, supported by the Strategic Change Manager, Strategic Programs Manager and a dedicated Project Manager.
- Delivery of the Environment Sustainability Plan by the Environmental Sustainability Project Officer will be supported by the Strategic Programs Management team.
- A realignment of the Strategic Projects Management team will see the Strategic Projects team responsible for site specific initiatives and the Strategic Programs team responsible for framework implementation and management of district wide projects.
- The CIA team responsible for the Data Warehouse and Business Intelligence platforms will be realigned to the Applications Services team, promoting alignment with the technical and project management resources required for the successful delivery of these functions.
- A new position of ABF and Reporting Manager will lead critical operational functions including the management of the Activity Based Funding (ABF) process in coordination with site and service performance units.
- Career development within and across each pillar has been considered.

The Directorate will retain its key pillars:

- Analytics and Reporting (formerly Clinical Insights and Analytics)
- Application Services
- Business Technology Services
- Change and Innovation
- Investment and Demand Management
- Planning and Partnerships

The Directorate will be well supported by the following teams:

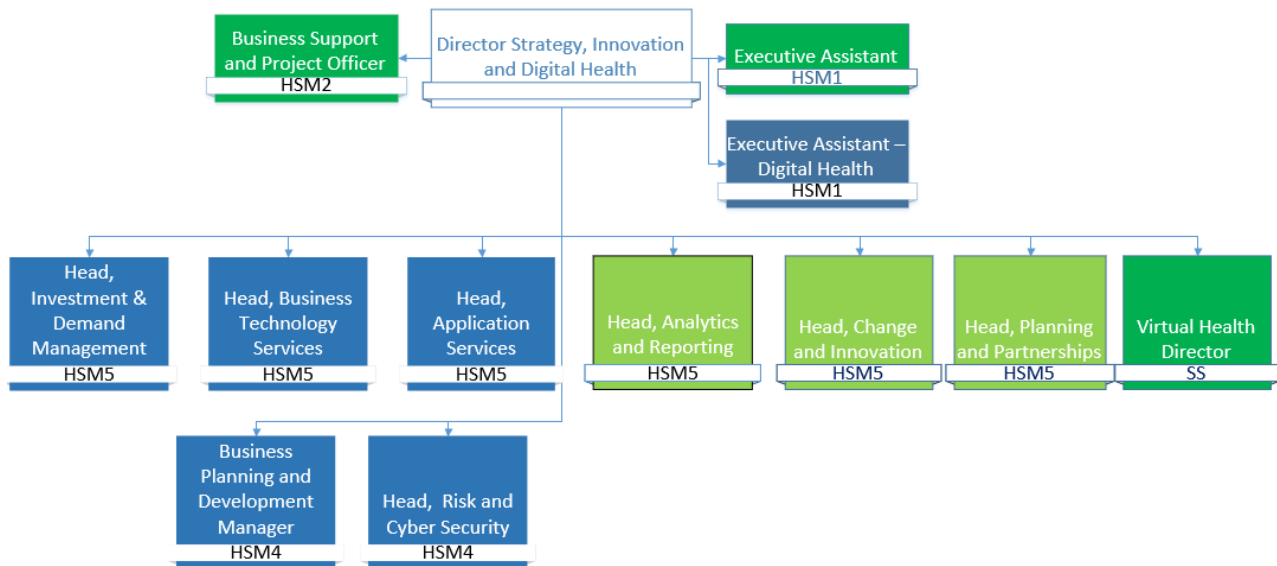
- Business Planning and Development
- Business Support and Administration
- Risk and Cyber Security

2.2 Proposed Organisation Chart

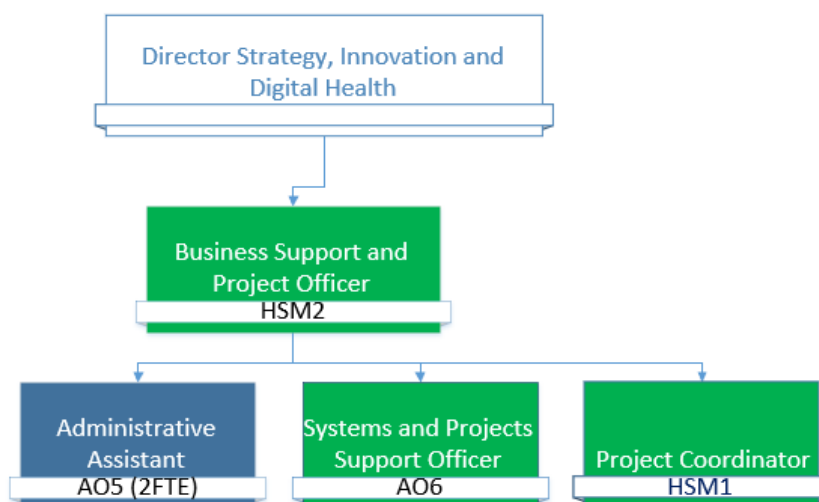


Legend:

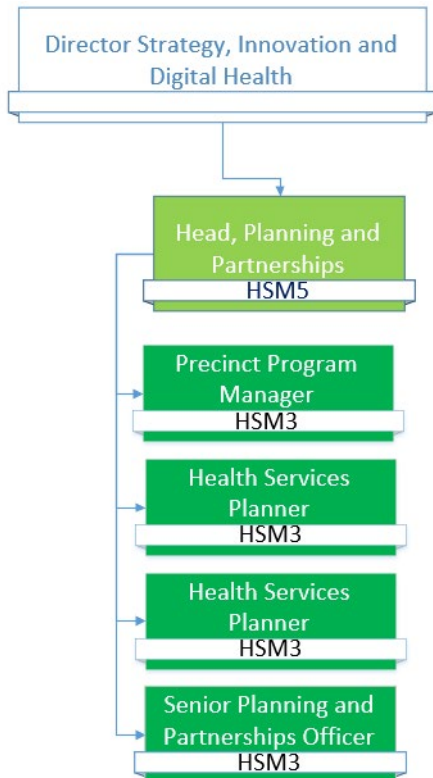
SIDH Leadership and SIDH Director Direct Reports



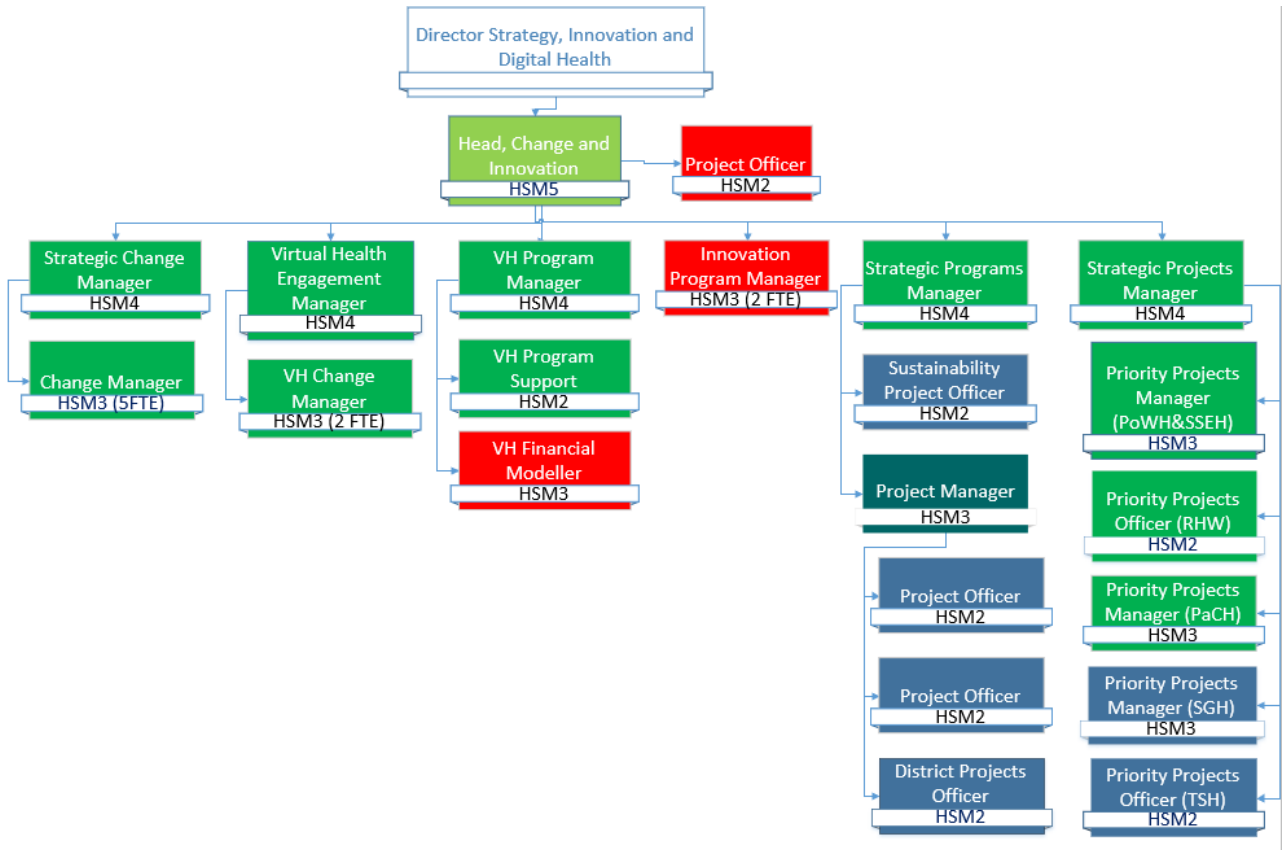
Business Support and Administration



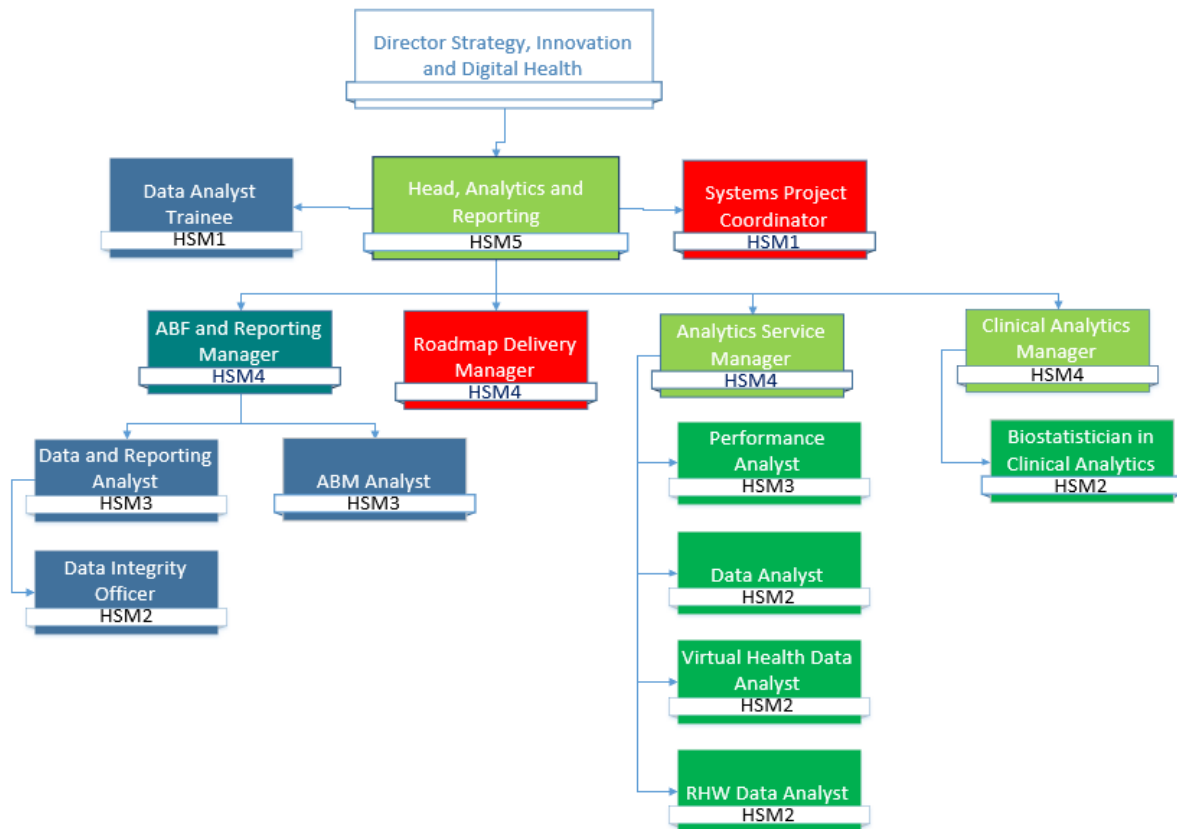
Planning and Partnerships



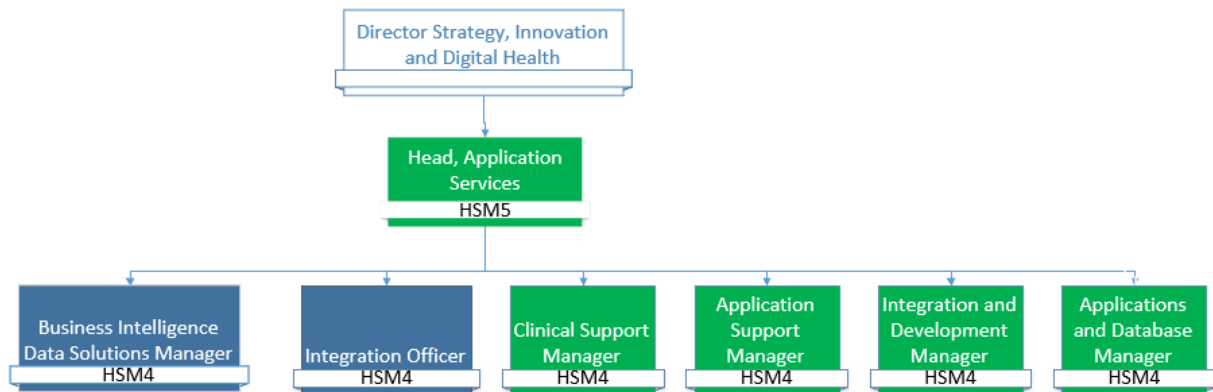
Change and Innovation



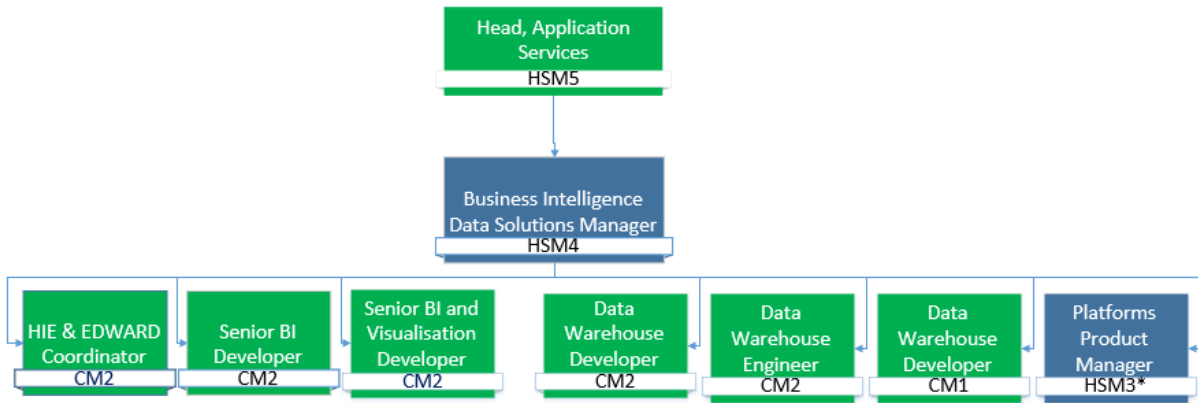
Analytics and Reporting



Application Services

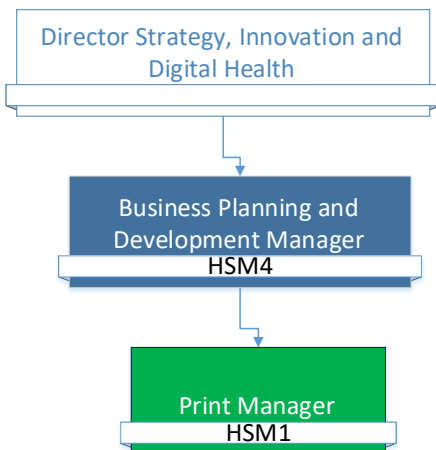


Business Intelligence and Data Solutions



*LM and role title change

Business Planning and Development



3. Proposed changes to Positions

3.1 Positions with Changes to Reporting Lines

No.	Position Title	Summary of Proposed Change	Filled or Vacant	Incumbent affected
1	Executive Assistant - Digital Health HSM1	Change of reporting line from Director Digital Health to Director Strategy, Innovation and Digital Health.	Filled	Yes
2	Administrative Assistant AO5	Change of reporting line from Executive Assistant Digital Health to Business Support and Project Officer.	Filled	Yes
3	Sustainability Project Officer HSM2	Change of reporting line from Planning and Partnerships Lead to Strategic Programs Manager.	Filled	Yes
4	Data Analyst Trainee HSM1	Change of reporting line from Analytics Service Lead to Head, Analytics and Reporting to support rotating deployment across the team.	Vacant	Yes
5	Data and Reporting Analyst HSM3	Change of reporting line from Analytics Service Lead to ABF and Reporting Manager.	Filled	Yes
6	Data Integrity Officer HSM2	Change of reporting line from Analytics Service Lead to Data and Reporting Analyst.	Filled	Yes
7	ABM Analyst HSM3	Change of reporting line from Analytics Service Lead to ABF and Reporting Manager	Filled	Yes
8	Business Intelligence Data Solutions Manager HSM4	Change of reporting line from Manager Clinical Insights and Analytics to Head, Application Services.	Filled	Yes
9	Priority Project Officer (TSH) HSM2	Change of reporting line to alternate Strategic Projects Manager.	Filled	Yes

No.	Position Title	Summary of Proposed Change	Filled or Vacant	Incumbent affected
10	Priority Project Manager (SGH) HSM3	Change of reporting line to alternate Strategic Projects Manager.	Filled	Yes
11	Integration Officer HSM4	Change of reporting line from Manager Clinical Insights and Analytics to Head Application Services.	Filled	Yes
12	Head, Investment and Demand Management HSM5	Change of reporting line from Director Digital Health to Director, Strategy, Innovation and Digital Health.	Filled	Yes
13	Head, Business Technology Services HSM5	Change of reporting line from Director Digital Health to Director, Strategy, Innovation and Digital Health.	Filled	Yes
14	Head, Risk and Cyber Security HSM4	Change of reporting line from Director Digital Health to Director, Strategy, Innovation and Digital Health.	Filled	Yes
15	Business Planning and Development Manager HSM4	Change of reporting line from Director Digital Health to Director, Strategy, Innovation and Digital Health.	Filled	Yes
16	Project Officer HSM2	Change of reporting line from Strategic Projects Manager and Strategic Change Manager to Project Manager.	Filled	Yes
17	District Projects Officer HM2	Change of reporting line from Strategic Projects Manager to Project Manager.	Vacant	No

3.2 New Positions

No.	Position Title	Summary of Proposed Change
1	ABF and Reporting Manager HSM4 (pending grading)	New position created with responsibility for the delivery and continuous improvement of the ABF and reporting functions within the Analytics and Reporting team. Creation of this role will ensure sufficient capacity is available for the delivery of business-as-usual activity and reporting management. Reporting to Head Analytics and Reporting.
2	Project Manager HSM3	New position created to support the design and delivery of the Innovation Framework. Taking on responsibilities from the Innovation Manager role. Reporting to Strategic Programs Manager.
3	Platforms Product Manager HSM3 (pending grading)	New position created to support the development and potential commercialisation of platforms including Research Operations Data Environment (RODE). Reporting to Business Intelligence Data Solutions Manager.

3.3 Positions with Changed Responsibilities

No.	Position Title	Summary of Proposed Change
1	Analytics Service Lead HSM4	Title change to Analytics Service Manager. Relinquishing responsibility for ABF and reporting functions will allow this role to focus on the delivery of advanced performance and operational analytics for the broader business and address existing capacity issues within the team.
2	Manager, Clinical Insights and Analytics HSM5	Title change to Head, Analytics and Reporting. Relinquishing responsibility for data warehouse and business intelligence functions will provide the capacity to strengthen the analytics and reporting capability of the organisation. It is expected that this capability will improve from a constrained and reactive function to a proactive and insight led engagement with the organisation.
3	Head, Application Services HSM5	Taking on the responsibility for development and maintenance of the data warehouse and business intelligence functions.

3.4 Positions with Title Changes Only

No.	Position Title	Summary of Proposed Change
1	Change and Innovation Lead HSM5	Title change to Head, Change and Innovation to provide consistency of titles in the senior leadership team across the Directorate.
2	Planning and Partnerships Lead HSM5	Title change to Head, Planning and Partnerships to provide consistency of titles in the senior leadership team across the Directorate.
3	Analytics Lead HSM4	Title change to Clinical Analytics Manager to provide consistency of titles in the people management team across the Directorate.
4	Strategic Projects Manager	Title change for 1 FTE to Strategic Programs Manager to differentiate the two work streams.

3.5 Deleted Positions

No.	Position Title	Summary of Proposed Change	Filled	Incumbent affected
1	Innovation Program Manager HSM3	Vacant roles deleted. Functions to be transferred to new Projects Manager role, supported by Strategic Project and Change Managers.	No	No
2	Project Officer HSM2	1 FTE vacant role (previously reporting to Change and Innovation Lead) to be deleted.	No	No
3	Virtual Health Financial Modeller HSM3	Vacant role to be deleted.	No	No
4	Roadmap Delivery Manager	Vacant role to be deleted.	No	No
5	Systems Project Coordinator HSM1	Vacant role to be deleted.	No	No
6	Research Ethics and Development Manager HSM3	Role to be deleted. Functions transfer to new role Platforms Product Manager, reporting to Business Intelligence and Data Solutions Manager. Incumbent to be matched to the new role.	Yes	Yes

4. Consultation

Development of the Proposal

The proposal has been developed through discussion and consultation with the leadership team across Strategy, Innovation and Digital Health.

Consultation Plan

A consultation period will run for three weeks to allow for review and discussion. The paper will be presented to the Directorate in a team meeting, and discussions will continue in team and individual meetings. Individuals will be encouraged to provide feedback in writing or in direct discussion with their line manager of the Director SIDH.

5. Restructure Timeframe


Task	Documentation/Task	Timeframes (Indicative) Week Commencing
Restructure Consultation documents completed	Restructure Consultation Paper	17 May 2024
Consultation period with staff and unions commences	Restructure Consultation Paper and draft position descriptions	17 May 2024
Consultation period closes	-	7 June 2024
Feedback reviewed and considered.	Restructure Consultation Paper Feedback from consultation	14 June 2024
Final consultation document incorporating any changes identified during consultation circulated	Restructure Consultation Paper (Final)	21 June 2024
Written advice issued to affected/impacted staff	Letter to advise of 'affected/impacted status'	21 June 2024
Process of direct matching of affected staff to positions in the new structure	Letter to advise of matching to position	21 June 2024
Vacant positions advertised	Through merit selection recruitment process. Timing of advertisement for each position will be determined by business need and dependence on other vacant roles in structure.	From 21 June 2024
Selection process for positions commences	Assessment of applications and interviews	12 July 2024
Written advice issued to staff appointed to positions	Letter to advise of appointments	19 July 2024
Employees not matched to permanent or temporary position to be referred to Workforce mobility Placement team (WMP) at Premiers department for 8 week period.	WMP to seek suitable positions within other Government agencies	n/a
Employees not matched to positions by WMP to be declared excess employees.	Letter issued to employees offering voluntary redundancy or option to seek employment for three month period.	n/a

6. Position Descriptions

No.	Document description	Internal Ref.
1	Head, Change and Innovation	T24/30932
2	Head, Planning and Partnerships	T24/31092
3	Head, Analytics and Reporting	T24/31069
4	Project Manager	T24/30957
5	ABF and Reporting Manager	T24/30592
6	Platforms Product Manager	T24/30872
7	Clinical Analytics Manager	T24/30938
8	Analytics Service Manager	T24/30702
9	Strategic Programs Manager	T24/30923
10	Head, Application Services	T24/31385

7. Endorsement

Executive Sponsor

Name	Lisa Altman
Position Title	Director Strategy, Innovation and Improvement
Signature	
Date	17 May 2024

Position Description

Facility/Service	SESLHD
Department	Strategy, Innovation and Digital Health (SIDH)
Manager	Director, SIDH
Position Number	767434
Cost Centre	181556

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *:	Head, Change and Innovation	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 5	
Job Category Coding (ROB)*	Project Manager	
Job Classification Coding (ROB)*	Project Management	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	Choose Yes or No depending on the scope and role of the position holder
Does this role manage or supervise others?*	YES	Choose Yes or No depending on the scope and role of the position holder
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	Leading Change Management and Project Management teams, the Head, Change and Innovation will develop and deliver a program of change that operationalises SESLHD's strategy, drives staff engagement and promotes a shared understanding of business initiatives and projects. The role promotes and enables innovation and improvement throughout the organisation, building broad capability for change. A key deliverable of the role will be to work with internal and external partners to build frameworks for implementing sustainable change, and incubating, scaling and sustaining innovation. The implementation of the Virtual Health strategy is another key deliverable. Working within complex environments and cross functional teams, the Head, Change and Innovation will have the ability to inspire others with a clear vision, manage complexity, link strategic objectives to implementation activities and ensure effective stakeholder engagement results in sustainable business outcomes. As a senior leader in a matrix organisation, the role will provide effective coaching and

		mentoring across functional teams and will have the proven ability to build relationships and support others. Please note that the role has a District remit and as such may be located at any location across the District.
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Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

Standard Key Accountabilities*	<i>(Free Text)</i>	<ul style="list-style-type: none"> • Manage and lead virtual health implementation, change management and project management teams across the organisation to develop and deliver a program of change that operationalises SESLHD’s strategy, drives staff engagement and promotes a shared understanding of business initiatives and projects • Demonstrate an expert understanding of the total operations of the health system in order to identify potential areas for improvement and to contribute to broader management decision making for health service improvement and reforms • Educate and cultivate a culture of continuous program improvement and innovation across the organisation in order to drive and deliver improved outcomes • Conduct international and local market analysis and develop relationships to continually improve knowledge of leading innovation projects and partnering opportunities • Establish and maintain strong working relationships with key internal stakeholders (e.g. General Managers and Service Directors) to facilitate and oversee successful implementation of strategic initiatives • Build and maintain effective, and influential, working relationships across the NSW Health system and associated organisations, as well as industry partners relevant to SESLHD, to facilitate information flow and the achievement of innovation objectives • Coach senior leaders, executives and management in change methodology, responsibilities and actions • Provide expert advice, practice evaluation and change management leadership • Develop, implement and evaluate frameworks for innovation and improvement within SESLHD • Support the identification, analyses and trialling of new innovative and incremental ideas to improve healthcare delivery for residents within the geographic boundaries of SESLHD • Lead the development of robust business cases for investment/ disinvestment opportunities which support sustainable service delivery
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		<ul style="list-style-type: none"> • Drive development of appropriate project plans for initiatives to address improvement opportunities, and ensure strong governance of change efforts • Transition improvement initiatives to business-as-usual, establishing appropriate operational ownership of redefined processes, systems and behaviours, to ensure sustainable ongoing governance • Manage and develop staff to undertake changing roles, responsibilities, and accountabilities to provide for succession within the team • Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met • Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals in order to continuously improve the level of management and leadership in the service • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges	<ul style="list-style-type: none"> ▪ Working in a complex matrix environment to deliver the organisation's strategic priorities against a busy operational background ▪ Balancing leading and developing staff with delivering complex and interdependent programs of work ▪ Achieving outcomes through influencing and coaching virtual teams
Decision Making	<ul style="list-style-type: none"> ▪ The Head, Change and Innovation has substantial autonomy in the management of staff and other resources of the Change and Innovation team including managing the performance of others to achieve work objectives. ▪ Undertakes negotiations around timelines for delivery of services.
Communication	<ul style="list-style-type: none"> ▪ Internally, the Head, Change and Innovation is required to communicate regularly with clinicians, clinical leaders, facility/service and SESLHD executive ▪ Externally, the Head, Change and Innovation will develop and maintain effective relationships with NSW Health and Ministry representatives and key SESLHD partners

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role’s primary objective(s).

Key Internal Relationships	Who?	SESLHD/Facility/Service Executives
	Why?	Ensure transparency in reporting on progress and outcomes. Seek alignment of strategic prioritisation and communicating change.
	Who?	Clinicians
	Why?	Provide expert advice, practice evaluation and change management leadership
	Who?	Ministry of Health
	Why?	Represent SESLHD at significant state-wide and other forums, and support the involvement of SESLHD by ensuring effective advice on issues relevant to services and programs.
Does this role routinely interact with external stakeholders ?		YES
Key External Relationships	Who?	NSW Health including Agency for Clinical Innovation (ACI) and Clinical Excellence Commission (CEC)
	Why?	To build frameworks for implementing sustainable change and partnering to deliver capability building in change methodology across SESLHD
	Who?	University of NSW
	Why?	To build frameworks for implementing sustainable change, and incubating, scaling and sustaining innovation
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	5
Indirect Reports	20

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	as per delegation manual
Other \$	

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Essential Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
	<i>(Free Text)</i>	<ul style="list-style-type: none"> Willingness to travel in accordance with the demands of the position

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Demonstrated ability to anticipate and resolve problems using innovative and creative solutions and achieve sustainable business outcomes
2	Demonstrated experience in managing organisation change and the design and implementation of change and innovation frameworks and initiatives
3	Experience in developing and implementing business strategies and business plans in a matrix reporting environment
4	Excellent interpersonal skills, written and verbal communication skills and a demonstrated capacity to consult and negotiate effectively with all levels of the organisation and with a wide range of stakeholders, ranging from senior health professionals to senior executives of Government agencies.
5	Extensive experience in a large complex health care organization in service/hospital management, with expert understanding of NSW and Australian healthcare systems, political and cross-Health Service issues, and of the organisational culture of health care services and facilities in NSW
6	Established high-level leadership, strategic development and people management skills to enable a clear and defined outcome focus in a unit of professional staff to produce deliverables within specified timeframes
7	Demonstrated ability to provide high level expert advice and sound judgement and to coach senior clinicians and executives in change management methodologies
8	Demonstrated experience in managing complex programs of work in a large and complex health organisation, including relevant project or health service management qualifications or equivalent. This includes extensive knowledge and demonstrated experience ensuring projects are completed on time, on budget, to quality standards and within agreed scope.

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	(Mandatory)	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	(Free Text)	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role – not applicable

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Respirator use – Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/hazardous materials	Infrequent
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable

Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description

Facility/Service	South East Sydney Local Health District
Department	Strategy, Innovation and Digital Health
Manager	Director SIDH
Position Number	712037
Cost Centre	184028

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *:	Head, Planning and Partnerships	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 5	
Job Category Coding (ROB)*	Policy & Planning	
Job Classification Coding (ROB)*	Policy & Planning Manager	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	YES	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	<p>The Head, Planning and Partnerships provides leadership, management and direction in the development, implementation, monitoring and evaluation of strategic, service, operational and major facility planning across SESLHD. Working closely with the Executive, the role will actively support the Director Strategy, Innovation and Digital Health in developing external partnerships to inform and implement the organisation's strategic priorities including a consumer engagement framework for SESLHD.</p> <p>The position is responsible for facilitating and informing service and capital planning to improve population health and service sustainability.</p> <p>This role has a District remit and as such may be located at any location across the District.</p>

Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Provide leadership, strategic direction, professional planning expertise and high-level technical advice to the Planning and Partnerships team. • Lead the team in working effectively and collaboratively across multiple site locations, with multiple internal and external stakeholders, ensuring focus on outcomes and collaboration is maintained throughout • Lead the team in regularly identifying opportunities for innovation and strategic alliances and partnerships • Regularly assess the private and public health care environments to identify emerging issues, trends, and evidence-based models of care to consider for future service delivery, acting as an agent of innovation and new ways of doing things • Develop strategic plans at the District, service and site level, driving data-led, evidence-based decision making to ensure the most effective use of resources • Effectively engage and collaborate with clinicians, consumers, community and Executives to understand and assess gaps in the health service delivery and develop care models that embed value-based care concepts • Partner with relevant departments and units to facilitate the translation of strategic planning into operational priorities • Utilise project management methodologies to effectively plan, implement, monitor and report on multiple planning projects, ensuring transparency across the district and with key stakeholders, and ensuring timeframes and interdependencies are effectively managed • Understand and apply SESLHD and Ministry of Health planning tools and use population estimates, population projections and epidemiological information for planning • Identify innovative ways for SESLHD to develop relationships and collaboration opportunities with other organisations • Develop and implement strategic partnerships with other organisations to facilitate the delivery of SESLHD's strategic priorities • Support SESLHD's commitment to the Randwick Health and Innovation Precinct (RHIP), engaging with partner organisations to create, develop and execute specific initiatives • Implement a consumer and community engagement framework that ensures meaningful consumer engagement and influence on SESLHD strategic priorities utilising a variety of approaches, including co-design • Manage the business operations of the department, including budget and finance, human resources and ensuring performance targets are met
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		<ul style="list-style-type: none"> Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals in order to continuously improve the level of management and leadership in the service All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
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Section 3 – Key Challenges

Challenges	<ul style="list-style-type: none"> Managing consultations, negotiations and cross-agency partnership arrangements with a wide range of stakeholders of varying philosophies, capacities and interests. Maintaining current knowledge of rapidly changing consumer and industry trends and developments. Delivering a range of high-quality comprehensive plans within tight timeframes and ensuring those plans are implemented and regularly monitored and evaluated Effectively managing multiple stakeholder expectations in the context of competing priorities
Decision Making	<ul style="list-style-type: none"> The Head, Planning and Partnership has substantial autonomy in the management of staff and resources to achieve quality performance objectives. Undertakes negotiations around timelines for delivery of services.
Communication	<ul style="list-style-type: none"> Communicating effectively at multiple levels internally with staff, clinicians and the executive, and externally with suppliers, partners and the community. Engaging multiple communication methods, tools and formats to be tailored to the interests and needs of diverse recipient stakeholders.

Section 4 – Key Relationships

Key Internal Relationships	Who?	SESLHD/Facility/Service Executives
	Why?	Establish priorities for service and strategic planning Seek alignment of strategic prioritisation and communicating change
	Who?	Clinicians and support teams
	Why?	Bring innovative and best-practice examples to influence the development of models of care in service planning
	Who?	Planning and partnerships team and SIDH Directorate
	Why?	Aligning priorities, recognising interdependencies,

Does this role routinely interact with external stakeholders ?		YES
Key External Relationships	Who?	SESLHD Strategic Partners, consumers, community groups
	Why?	Identify innovative ways for SESLHD to develop relationships and collaboration opportunities with other organisations to facilitate the delivery of SESLHD's strategic priorities and to inform and implement a consumer engagement framework
	Who?	Ministry of Health
	Why?	Represent SESLHD at significant state-wide and other forums and support the involvement of SESLHD by ensuring effective advice on issues relevant to services and programs.
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	4
Indirect Reports	n/a

Section 6 – Financial Delegation

As per delegation manual	as per delegation manual
Other \$	n/a

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

1	Demonstrated conceptual and innovative problem solving skills for managing conflicting priorities and developing, implementing and monitoring recommendations and advice on policies, strategies and solutions across complex areas
2	Demonstrated experience in leading and managing the development and evaluation of strategic plans in a large complex health care organization, with a sound understanding of NSW and Australian healthcare systems, political, organisational culture and cross-Health Service issues
3	Highly developed skills in the collection, analysis, reporting and presentation of data and information relating to health facility and community health services
4	Excellent interpersonal communication, verbal and written skills and demonstrated ability to consult, influence and negotiate effectively with a wide range of internal and external stakeholders from community, to senior health professionals and senior executives of Government agencies
5	Established high-level leadership, coaching and management skills to engage a collegiate, results driven team to produce quality results
6	Demonstrated experience in building and maintaining effective strategic partnerships, internally and externally
7	Demonstrated experience managing complex health service projects, from concept through to completion in accordance with required standards
8	Willingness to travel in accordance with the demands of the position

Section 9 – Other Requirements (Optional)

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role – not applicable

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Respirator use – Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/hazardous materials	Infrequent
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Frequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable

Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description

Facility/Service	SESLHD
Department	Strategy, Innovation and Digital Health (SIDH)
Manager	Director, SIDH
Position Number	712038
Cost Centre	181219

Section 1 – Role Details

Position Description Title *	Head, Analytics and Reporting	
Does this role require Multiple Awards?*	NO	
Award* <i>List all relevant Awards</i>	Health Managers (State) Award	
Position Classification* <i>List all classifications relevant to this position</i>	Health Manager Level 5	
Job Category Coding (ROB)*	Information and Communication Technology	
Job Classification Coding (ROB)*	IT Management	
Job Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	YES	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free text)</i>	The Head, Analytics and Reporting will provide strong leadership, strategic direction and governance in the delivery of systematic, accurate and consistent reporting across SESLHD combined with accurate and fit-for-purpose analysis to support research, performance reporting and strategic service management. The position will work collaboratively with clinical directors, and data stakeholders across SESLHD and NSW Health to generate valuable insights, improve the quality of data analysis and coordinate strategy development in relation to the improvement of service performance reporting and monitoring in accordance with SESLHD's operational priorities, strategic goals and Ministry of Health (MoH) service level agreement. The position will lead and drive the Analytics and Reporting Unit (ARU) core functions to deliver high quality, relevant, cost effective and timely integrated analytics driven insights and services.

Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Facilitate engagement, innovation, quality and safety in services that comply with statutory requirements, NSW legislation/policies and best practice to meet the diverse and complex requirements of clinical and corporate streams within the district. • Implement and maintain the data and analytics strategy, by driving continual improvement in the analysis and use of data, strengthening data capabilities, and promoting data literacy throughout the district. • Lead the delivery of complex reporting and analytics projects by effectively scoping and planning requirements, leading the design, development, testing and deployment of end solutions for quality assurance and user acceptance. • Lead mandatory reporting responsibilities for the Chief Executive and Executive Leadership Team including obligatory compliance, MoH and strategic reporting. • Manage development of data assets the support the district's vision, values and strategic priorities through system enhancement, monitoring, evaluation and reporting on outcomes whilst providing strategic and statistical advice on activity, performance trends and opportunities for service improvement to ensure compliance with all regulatory reporting requirements. • Provide operational oversight of Activity Based Management (ABM) analytics processes including providing guidance and quality assurance for all processes. • Provide high level expertise and advice in relation to advanced analytics and reporting best-practices, including support for organisational data use, to ensure business objectives are met using best practice principles. • Collaborate with and influence clinical and technical teams across the district in relation to gathering data requirements, promoting data use, and to propose and implement new and creative ways to utilise data. • Develop, maintain and identify opportunities to forge productive strategic relationships with executives, clinicians, managers and other key stakeholders to ensure analytics, data governance and information reporting objectives are met. • Evaluate relevant existing service practices, policy and operational procedures to ensure compliance with obligatory requirements, maximise organisational safety and achieve continuous improvement so that current and future clinical information and management reporting requirements are met. • Remain current in knowledge and developments in activity-based funding models at both District and State level. • Recruit, coach, mentor and performance develop [unit/team] staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit • Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly,
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		<p>impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met.</p> <ul style="list-style-type: none"> • Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level of management and leadership in the service. • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures. • Comply with and implement the NSW Health Work Health and Safety Better Practice Procedures by identifying, assessing, eliminating/controlling and monitoring hazards and risks within the workplace, to the extent of delegated authority for the role.
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Section 3 – Key Challenges

Challenges	<ul style="list-style-type: none"> • Working in a complex and ever changing environment to deliver critical business systems while engaging numerous clinicians and managers across SESLHD. • Facilitating the increased requirement for provision and use of quality data for activity based management, activity based funding and performance reporting. • Managing a number of projects concurrently, with varying timeframes and workloads, within a high volume working environment, across multiple facilities/locations.
Decision Making	<ul style="list-style-type: none"> • The Head, Analytics and Reporting has substantial autonomy in the management of staff and other resources of the Analytics and Reporting Unit including managing the performance of others to achieve work objectives. • Undertakes negotiations around timelines for delivery of services.
Communication	<ul style="list-style-type: none"> • Internally, the Head Analytics and Reporting is required to communicate regularly with clinicians, clinical leaders, facility/service leadership and SESLHD executive to achieve work objectives. • Externally, the Head, Analytics and Reporting will develop and maintain effective relationships with NSW Health and Ministry representatives to achieve business objectives. • Provide leadership which supports workforce reform using effective communication strategies.

Section 4 – Key Relationships

Key Internal Relationships	Who?	Director SIDH
	Why?	Develop relationship to support manager, receive direction and share ideas to deliver effectively on objectives.
	Who?	SESLHD Facility/Service Executives and Management
	Why?	Provision of assistance and advice to executives, departments or individuals in regard to statistical data requirements, performance against Key Performance Indicators and optimise the use of various data elements for reporting.
	Who?	Clinicians and support teams
	Why?	Engage with clinical and support teams in effective use of available data to drive activity based funding and clinical performance improvements.
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	Ministry of Health
	Why?	Represent SESLHD at significant state-wide and other forums and support the involvement of SESLHD by ensuring effective advice on issues relevant to services and programs. Provide advice and respond to requests for information. Provide high level impartial advice on data collection and monitoring.
	Who?	
	Why?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	4
Indirect Reports	8

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	As per delegation manual
Other \$	

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Essential Requirements	(Mandatory) <i>PM team will include this text</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check.
	(Mandatory) <i>PM team will include relevant text dependent on whether the position has direct reports or not</i>	<ul style="list-style-type: none"> Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation's safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours.
	(Free Text)	

Section 8 – Selection Criteria

1	Relevant tertiary qualifications in healthcare analytics and/or extensive equivalent experience in a relevant leadership role in the healthcare setting managing and reporting on complex data assets.
2	Demonstrated ability to manage human, financial and physical resources effectively and efficiently to ensure budget and performance targets are met.
3	Demonstrated extensive experience in data collection, statutory reporting, and information management with proven ability to analyse and understand complex information, business processes and concepts to derive valuable insights and drive informed decision making.
4	Demonstrated conceptual and innovative problem-solving skills for managing conflicting priorities and developing, implementing and monitoring recommendations and advice on policies, strategies and solutions across complex areas.
5	Previous extensive experience in the development, review and evaluation of strategic and business plans.

6	Excellent interpersonal communication, verbal and written skills and demonstrated ability to consult, influence, motivate and negotiate effectively to build and maintain productive relationships with internal and external stakeholders with proven ability to achieve results using a customer focused approach.
7	Demonstrated high level leadership, strategic development and operational skills that foster a culture of collegiate, results driven, diverse stakeholder groups who produce deliverables within specified timeframes.
8	Ability and willingness to travel in accordance with the demands of the position.

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

Other Requirements	(Mandatory) <i>PM team will include this text</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
	(Mandatory) <i>PM team will include relevant text dependent on whether the position has direct reports or not</i>	<ul style="list-style-type: none"> Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	(Free Text)	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role – not applicable

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
* Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials	Infrequent
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Frequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable

Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

DRAFT

Position Description



Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Digital Health (SIDH)
Manager	Strategic Programs Manager
Position Number	TBA
Cost Centre	181556

Section 1 – Role Details

Position Description Title *	Project Manager	
Does this role require Multiple Awards?*	NO	
Award* <i>List all relevant Awards</i>	Health Managers (State) Award	
Position Classification* <i>List all classifications relevant to this position</i>	Health Mgr Lvl 3	
Job Category Coding (ROB)*	Project Management	
Job Classification Coding (ROB)*	Project Manager	
Job Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	YES	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i> <i>PM team will include this text</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free text)</i>	The Projects Manager is responsible for leading the effective and efficient management of strategic projects in the South Eastern Sydney Local Health District (SESLHD), within the agreed timeframes, budget, quality and resources to deliver the organisation's objectives. The role will also provide ongoing advice and guidance to local project teams around the project management, implementation and reporting requirements for key strategic projects. Please note that the role has a District remit and as such may be located at any location across the District.

Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Lead and manage projects following project management methodology including business cases, project plans, tracking, and operational reporting to ensure projects outcomes and projected benefits are achieved on time and on budget • Lead key projects, including developing the scope, aims, objectives and key success factors and deliverables associated with each of the projects • Define and negotiate stakeholder roles and responsibilities in project delivery and reporting requirements and maintain regular communications with the Local Executive and the Strategy, Innovation and Digital Health (SIDH) Director. • Support the development of implementation and change plans and establish a communication strategy to guide implementation. • Collaborate with key stakeholders to ensure that all elements of the projects are delivered in line with the project plan. • Provide guidance advice and coaching to project leads in all aspects of project planning, including change or improvement methodologies and implementation. • Identify and coordinate support from additional expertise and/or resources from within the SIDH Directorate to support project delivery. • Build and maintain effective, meaningful, and supportive relationships with key stakeholders within and external to SESLHD to ensure priorities are met. • Work collaboratively with the Executive Sponsor, respective Governance Groups and key stakeholders to lead the development of program planning documentation and program delivery that best supports successful outcomes and realisation of benefits, aligned to the SESLHD strategic priorities. • Facilitate and coordinate the development and implementation of business and strategic plans, policies, procedures, standards and practices to ensure innovation and improvement is sustainable including accurate implementation and rigorous evaluation methodologies. • Track and report on project progress, outcomes, risks, milestones and timelines as required by project teams and stakeholders, including Local Executive and SIDH Leadership team, • Identify, assess and manage risks where appropriate providing advice to key stakeholders on change management approaches. • Establish escalation processes to support the achievement of
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		<p>successful project outcomes and instigate risk mitigation or escalation processes where appropriate.</p> <ul style="list-style-type: none"> • Engage staff and managers across SESLHD in innovation and improvement activities and facilitate sharing of innovation learning and methodologies across SESLHD • Provide secretariat support for relevant Steering Committee meetings and other ad hoc meetings to support the project objectives. • Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews. • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
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Section 3 – Key Challenges

Challenges	<ul style="list-style-type: none"> • Leading or facilitating consultations with internal and external stakeholders often where there are competing needs/objectives. • Balancing limited resources to meet competing priorities and expectations and managing a high-volume workload while at the same time delivering agreed project outcomes. • Managing time and prioritising issues, given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources.
Decision Making	<ul style="list-style-type: none"> • Capacity to manage own workload and make informed decisions, working to tight and often changing deadlines and to ensure risks and issues are escalated in an appropriate and timely manner • Undertake negotiation and use influencing skills to achieve an outcome which is beneficial to all whilst ensuring work objectives and delivery of milestones are achieved within defined timelines.
Communication	<ul style="list-style-type: none"> • Communicate internally with General Managers and local site executive, operational service managers, heads of department and local teams and the SIDH Director and leadership team on project management, risk mitigation, outcomes, milestones and reports as well as communication to senior executives regarding coordination and progress of business planning priorities. • Communication externally with Facility Service Partners, relevant stakeholders from other LHDS, Ministry of Health and pillar agencies related to implementation of policies, responding to formal requests and collaborating on shared priorities.

Section 4 – Key Relationships

Key Internal Relationships	Who?	Strategic Programs Manager
	Why?	Receive leadership, advice and support. • Consult and seek guidance on program management direction and strategies. • Regularly report on program status, provide high level advice on issues and resolutions. • Escalate risks and opportunities, providing advice on options in a timely manner.
	Who?	General Manager and local Executive Team
	Why?	Report as required on status and progress of priority projects agreed in the relevant site/service business plan. • Consult on and seek guidance on program management, strategic direction and governance requirements. • Consult and collaborate on program planning and issues impacting on deliverables. • Identify and address arising issues.
	Who?	
	Why?	
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	Consultants and clients specific to various projects
	Why?	To deliver patient and clinician focused outcomes within scope and to deadline
	Who?	
	Why?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	3
Indirect Reports	0

Section 6 – Financial Delegation

As per delegation manual	As per delegation manual
Other \$	

Section 7 – Essential Requirements

Essential Requirements	(Mandatory)	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check.
	(Mandatory)	<ul style="list-style-type: none"> Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation's safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours.
	(Free Text)	

Section 8 – Selection Criteria

1	Relevant tertiary qualifications, or relevant equivalent work experience, or a combination of study and work experience in Health, Change or Project Management.
2	Demonstrated skills in managing a number of strategic projects concurrently, with varying timeframes and workloads, in a high volume and autonomous work environment.
3	Highly developed written and verbal communication skills, including proven interpersonal and negotiation skills.
4	Demonstrated high level analytical and problem-solving skills including the ability to provide authoritative advice and recommendations across a large and complex organisation.
5	Demonstrated ability to develop and maintain effective working relationships with senior management and other key stakeholders.
6	Demonstrated ability to work effectively with internal and external stakeholders, leveraging relationships to obtain best value for the organisation.

7	Demonstrated well-developed understanding of change management and quality improvement methodologies and experience in leading change management and business process improvement
8	Willingness to travel to meet the demands of the position.

Section 9 – Other Requirements (Optional)

Other Requirements	(Mandatory)	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
	(Mandatory)	<ul style="list-style-type: none"> Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	(Free Text)	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	Currently Unavailable
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Section 11 – Capabilities for the Role – not applicable

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
* Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials	Infrequent
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable

Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Digital Health
Manager	Head, Analytics and Reporting
Position Number	TBA
Cost Centre	182048

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *:	ABF and Reporting Manager	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 4	
Job Category Coding (ROB)*	Information and Communication Technology	
Job Classification Coding (ROB)*	IT Management	
Speciality Coding (ROB)	N/A	
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	YES	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	The ABF and Reporting Manager will provide leadership, high level technical and specialist advice and coordinate all matters relating to activity data collection, activity based funding (ABF), reporting and collaboration with external benchmarking partners consistent with legislative, NSW Health and SESLHD standards, policies and procedures, for the achievement of business and service objectives.

Section 2 – Key Accountabilities

Standard Key Accountabilities*	<i>(Free Text)</i>	<ul style="list-style-type: none"> Provide sound leadership, senior management, and operational oversight to the team through the development and implementation of effective strategies to ensure the provision of high level ABF and Reporting client focused services.
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Position Description



		<ul style="list-style-type: none">• Coordinate the negotiation and setting of yearly internal divisional/directorate level activity targets and ABF budgets and manage the negotiation and calculation of LHD activity target setting to ensure SESLHD is well positioned to achieve optimal health outcomes.• Evaluate existing service practices, policies, models and operational procedures by applying practical and innovative risk management approach to ensure compliance with all obligatory requirements and to maximise organisational safety.• Use data and statistical methods to detect patterns and trends in clinical activity data including analysis of external health benchmarking results to identify improvement areas within SESLHD.• Establish and implement effectual strategic directions and business plans through fostering a consultative framework with SIDH leadership and leadership teams across sites and services to ensure the highest standards of Activity Based Management (ABM) and compliance are achieved.• Manage ABF and reporting models, analysis, processes and compliance, delivering change management, business process improvement and benefits realization through effective stakeholder and resource management within agreed deadlines.• Provide timely and expert advice in the development, implementation and maintenance of data collection, casemix management, ABF reporting, benchmarking, classification systems and mapping with particular focus on activity data and systems to ensure the provision of excellent, client focused ABF reporting and analysis, across the district.• Ensure patient care activities are optimised and linked to the appropriate ABF funding streams by providing interpretation and analysis of activity data, projections, patient data classification, costing and ABF information to meet the analytical needs of the business.• Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met.• Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals in order to continuously improve the level of management and leadership in the service.• All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
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Position Description

		<ul style="list-style-type: none"> Recruit, coach, mentor and performance develop [unit/team] staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Comply with and implement the NSW Health Work Health and Safety Better Practice Procedures by identifying, assessing, eliminating/controlling and monitoring hazards and risks within the workplace, to the extent of delegated authority for the role.
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Section 3 – Key Challenges

Challenges	<ul style="list-style-type: none"> Operating in a dynamic environment of complex legislative and policy arrangements while maintaining a capacity to prioritise complex tasks. Accessing, integrating and manipulating large volumes of data from various sources, including some manual sources. Identifying the changing needs of customers and stakeholders and working in partnership to ensure service needs are met
Decision Making	<ul style="list-style-type: none"> The ABF and Reporting Manager is accountable to the Head, Analytics and Reporting for provision of advice and achievement of work priorities. The position holder is expected to operate with minimal supervision demonstrating leadership and sound judgement in managing key projects and balancing competing work priorities. The position is responsible for ensuring compliance with legislation and policies for data governance, including responsibility for the adequacy of privacy and access controls. Undertakes negotiations around timelines for delivery of services.
Communication	<ul style="list-style-type: none"> The ABR and Reporting Manager is responsible for conceptualising concise reports for ABF and Revenue best practice. The position holder is expected to liaise with the respective forums where ABF and Revenue are discussed. The position holder is to chair relevant technical forums to support the development and improvement of ABF initiatives and Revenue strategies.

Section 4 – Key Relationships

Key Internal Relationships	Who?	Analytics and Reporting Team (ART)
	Why?	For advice and decisions related to operational management, professional leadership and support.
	Who?	General Managers, Site/service leadership teams, performance units, clinicians and managers
	Why?	The position will support and provide information and statistics around strategic direction, goals, evaluation of outcomes and achievements and provide advice on issues.
Does this role routinely interact with external stakeholders ?		YES
	Who?	MOH ABF Taskforce

Position Description

Key External Relationships	Why?	The position works closely with the ABM Taskforce at MOH on the testing and usage of the ABM Portal and analysis of large variation within ABF Streams.
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	2
Indirect Reports	1

Section 6 – Financial Delegation

As per delegation manual	N/A
Other \$	0

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

1	Tertiary qualification in a relevant field and/or extensive and demonstrated professional experience at a senior level within health or a clinical environment.
2	High level knowledge and experience of ABF principles and an ability to provide leadership and advice on all matters relating to ABF.
3	Demonstrated extensive understanding of complex healthcare service provision with proven ability to problem solve, prioritise workload and meet deadlines, both autonomously and within a team in an environment with minimal supervision and much change.
4	Sound understanding of NSW and Australian healthcare systems, and of the organisational culture of health care services and facilities in NSW.
5	Excellent organisational, analytical and conceptual skills and the ability to work with a wide range of

Position Description

	stakeholders and in multi-disciplinary teams to deliver change.
6	Demonstrated highly developed computer skills utilising varied and appropriate computer applications including word processing, data management systems, complex spreadsheets and information systems.
7	Demonstrated and extensive knowledge of activity based funding concepts and the practical application of those within an acute health care setting.
8	Superior interpersonal, collaboration, coaching and negotiation skills with extensive experience engaging and influencing stakeholders and customers to achieve optimal clinical and business outcomes.

Section 9 – Other Requirements (Optional)

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials	Infrequent
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Frequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional

Position Description



Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Constant
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Occasional
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Constant
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Frequent
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Constant
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Frequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Infrequent
Touch – use of touch is an integral part of work performance	Frequent
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Infrequent
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Digital Health
Manager	Business Intelligence Data Solutions Manager
Position Number	TBA
Cost Centre	182048

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *	Platform Products Manager	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 3	
Job Category Coding (ROB)*	Project Management	
Job Classification Coding (ROB)*	Project Manager	
Speciality Coding (ROB)	N/A	
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	NO	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	The Platform Product Manager will provide strong leadership, operational management and strategic development of nominated data and research platforms. The position will also foster new commercial partnerships, managing relationships to support the development of nominated platforms to achieve the strategic goals of the Strategy, Innovation and Digital Health (SIDH) portfolio and SESLHD, ensuring the delivery of an integrated and effective health services innovation. This role involves operational, financial, project and stakeholder management, facilitating the development of selected platforms within the local, state and national context.

Position Description



		The position will work with the SESLHD SIDH team and key stakeholders across SESLHD to ensure the efficient and effective achievement of platform deliverables that are consistent with the operational and strategic objectives set by the SESLHD Executive and relevant Governance Steering Committees.
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Section 2 – Key Accountabilities

Standard Key Accountabilities*	<i>(Free Text)</i>	<ul style="list-style-type: none"> • Define the vision for nominated platforms, align stakeholders around the vision and develop strategies to protect and build organisational and brand reputation • Develop, maintain and identify opportunities within SESLHD and partner organisations to forge productive strategic relationships with staff, contractors, industry, sponsors and other key stakeholders and relevant agencies, through fostering existing, and establishing new, collaborative partnerships in order to ensure service and strategic objectives are met • Consult with SESLHD and NSW Ministry of Health stakeholders in relation to data governance to ensure platform data governance practices are adhering to the agreed standards, LHD and State policies, and industry best practice. • Ensure the intellectual property of the projects delivered meet the NSW Health Intellectual Property guidelines, and document new intellectual property as per the SESLHD Intellectual Property Policy. • Lead and manage Platform development projects following project management methodology including business cases, project plans, tracking, and operational reporting to ensure projects outcomes and projected benefits are achieved on time and on budget • Lead key Platform Development projects, including developing the scope, aims, objectives and key success factors and deliverables associated with each of the projects • Define and negotiate stakeholder roles and responsibilities in project delivery and reporting requirements and maintain regular communications with the Local Executive and the SIDH Director. • Support the development of Platform development implementation and change plans and establish a communication strategy to guide implementation • Collaborate with key stakeholders to ensure that all elements of the projects are delivered in line with the project plan. • Identify and coordinate support from additional expertise and/or resources from within the SIDH Directorate to support project delivery • Build and maintain effective, meaningful and supportive
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Position Description



		<p>relationships with key stakeholders within and external to SESLHD to ensure priorities are met.</p> <ul style="list-style-type: none"> • Work collaboratively with the Executive Sponsor, respective Governance Groups and key stakeholders to lead the development of program planning documentation and program delivery that best supports successful outcomes and realisation of benefits, aligned to the SESLHD strategic priorities • Facilitate and coordinate the development and implementation of business and strategic plans, policies, procedures, standards and practices to ensure innovation and improvement is sustainable including accurate implementation and rigorous evaluation methodologies • Track and report on Platform Development project progress, outcomes, risks, milestones and timelines as required by project teams and stakeholders • Identify, assess and manage risks where appropriate providing advice to key stakeholders on change management approaches • Establish escalation processes to support the achievement of successful Platform development project outcomes and instigate risk mitigation or escalation processes where appropriate. • Provide secretariat support for relevant Steering Committee meetings and other ad hoc meetings to support the project objectives
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Section 3 – Key Challenges

Challenges	<ul style="list-style-type: none"> ▪ Raising the profile of the selected platforms to drive business growth and increase the customer base by demonstrating their value proposition and aligning their capabilities with SESLHD business requirements and strategic direction. ▪ Developing and maintaining effective collaboration, coordination and communication across LHD partners, clients, central agencies and key stakeholders. ▪ Anticipating projected future financial, personnel and resource challenges and addressing these using appropriate strategies.
Decision Making	<ul style="list-style-type: none"> ▪ The Platform Product Manager refers to the relevant Governance Steering Committee, Business Intelligence Data Solutions Manager, assigned District committee and working groups and the platform development teams in decision making in key aspects of the initiative, including management of staff and other resources to achieve work objectives. ▪ Allocating resources to changing needs of customers and stakeholders and working in partnership to ensure client and partner needs are met.
Communication	<ul style="list-style-type: none"> ▪ Internally, the Platform Product Manager is required to communicate and report regularly with the Business Intelligence Data Solutions Manager, as well as stakeholders on performance, business growth, commercialisation and other agreed indicators.

Position Description

	<ul style="list-style-type: none"> Externally, the Platform Product Manager will develop and maintain effective relationships with clients, state and central agencies, industry and community stakeholders. Provide leadership in supporting platform utilisation and change management using effective communication strategies.
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Section 4 – Key Relationships

Key Internal Relationships	Who?	Business Intelligence and Data Solutions Manager
	Why?	To receive leadership, advice, support and seek guidance on program management direction and strategies. To escalate risks and opportunities, providing advice on options in a timely manner
	Who?	SESLHD SIDH teams
	Why?	Secure and robust development of the selected platforms and their reliability for clients and users.
Does this role routinely interact with external stakeholders ?		YES
Key External Relationships	Who?	Platform clients and client pipeline, including. Medical Research Institutes, Universities, Private Health organisations, non-governmental organisations
	Why?	The Platform Product Manager will engage with clients and the client pipeline such as academic institutions, to develop the initiative for business growth and potential commercialisation.
	Who?	NSW and Australia-wide public and private health organisations and agencies
	Why?	The Platform Product Manager will engage with regulatory, central and health service organisations to advocate and progress partnerships and collaborative initiatives.
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	N/A
Other \$	

Position Description



Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check As a leader you are expected to actively support and demonstrate your commitment to the organisation's safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable.
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

1	Relevant tertiary qualifications, or relevant equivalent work experience, or a combination of study and work experience in Health, Change or Project Management.
2	Demonstrated skills in managing a number of strategic projects concurrently, with varying timeframes and workloads, in a high volume and autonomous work environment
3	Highly developed written and verbal communication skills, including proven interpersonal and negotiation skills.
4	Demonstrated high level analytical and problem-solving skills including the ability to provide authoritative advice and recommendations across a large and complex organisation..
5	Demonstrated ability to develop and maintain effective working relationships with senior management and other key stakeholders.
6	Demonstrated ability to work effectively with internal and external stakeholders, leveraging relationships to obtain best value for the organisation.
7	Demonstrated well-developed understanding of change management and quality improvement methodologies and experience in leading change management and business process improvement
8	Willingness to travel in accordance with the demands of the position

Position Description



Section 9 – Other Requirements (Optional)

Other Requirements	(Mandatory)	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	(Free Text)	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Position Description



Section 11 – Capabilities for the Role – not applicable

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Position Description

Section 12 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials	Infrequent
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Frequent
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Infrequent
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Frequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Infrequent
Touch – use of touch is an integral part of work performance	Frequent
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable

Position Description

Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

Position Description



Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Digital Health
Manager	Head, Analytics & Reporting
Position Number	716963
Cost Centre	181219

Section 1 – Role Details

Position Description Title *	Clinical Analytics Manager	
Does this role require Multiple Awards?*	NO	
Award* <i>List all relevant Awards</i>	Health Managers (State) Award	
Position Classification*	Health Manager Level 4	
Job Category Coding (ROB)*	Research & Analytics	
Job Classification Coding (ROB)*	Data Analytics	
Job Speciality Coding (ROB)	Lead Data Analysts	
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	YES	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free text)</i>	<p>Provide strong leadership and senior management to the clinical analytics team within Analytics and Reporting (ART), while overseeing the generation of insights and informatic products to ensure delivery of an integrated and effective service.</p> <p>The Clinical Analytics Manager works with the Head, Analytics and Reporting to create clinical and operational insights to help optimise service delivery and health outcomes for SESLHD and supervises junior analysts.</p> <p>The Clinical Analytics Manager will conduct complex epidemiological and statistical analysis using a variety of data sources, including routinely collected administrative data and linked records and transform the data into quality information for a</p>

		<p>variety of audiences.</p> <p>The Clinical Analytics Manager will undertake population health and operational priority research for projects using a range of datasets including linked and/or geo-coded health data in the development of enhancements to statistical approaches that will better inform state-wide health service planning and development.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Develop novel algorithms and analyses which result in clinical and operational improvements by leading high-quality, advanced biostatistical analysis and providing interpretation for health service and patient outcomes data. • Undertake an analysis of linked data, including ad-hoc data collections that have been developed in response to health system innovations to improve health service outcomes. • Supervise junior biostatisticians to complete analyses and provide direction based on the project requirements. • Collaborate with clinicians and project managers to develop statistical analysis plans that meet clients' research aims or analytic support needs. • Provide high-level biostatistical advice to support the evaluation of high priority clinical programs or interventions. • Lead research projects aimed at developing new methods and indicators for population health monitoring and surveillance and to assess the validity and reliability of epidemiological and surveillance data. • Provide high-level biostatistical advice and undertake analysis to support reporting, data visualisation, performance monitoring and other functions. • Provide technical advice and prepare reports and scientific papers for publication, ministerial briefs, and correspondence in relation to other requests for statistical information, responses to parliamentary questions, speech notes and discussion papers. • Enhance the technical capability and practice of the team by understanding, applying and providing training in advanced or novel statistical methods. • Communicate and collaborate across multidisciplinary stakeholders both internally and externally, to ensure deliverables that are effective and fit for purpose. • Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met.
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		<ul style="list-style-type: none"> • Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level of management. • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given to them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers. • Recruit, coach, mentor and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit. • Comply with and implement the NSW Health Work Health and Safety Better Practice Procedures by identifying, assessing, eliminating/controlling and monitoring hazards and risks within the workplace, to the extent of delegated authority for the role.
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Section 3 – Key Challenges

Challenges	<ul style="list-style-type: none"> • Providing consistently high quality reports and analysis for Local Health District (LHD) level process optimisation, publications, and responding to ad hoc requests for statistical information often at short notice against a background of high work volumes and demands for accurate, expert responses to complex issues, requiring the integration of diverse sources of information. • Anticipating and planning for the technical complexities inherent in epidemiological/biostatistical analyses across highly complex, dynamic and expanding medical fields with a commensurate growth in demand for epidemiological/biostatistical data and related information. • Maintaining a strong grasp of current developments in the rapidly changing fields of biostatistical analysis, data management and biostatistical methods and software.
Decision Making	<ul style="list-style-type: none"> • The Clinical Analytics Manager has substantial autonomy in the management of staff and other resources of the clinical analytics team including managing the performance of team members to achieve work objectives. • Undertakes negotiations around timelines for delivery of services.
Communication	<ul style="list-style-type: none"> • Internally, the Clinical Analytics Manager is required to communicate regularly with ART managers and team members on achieving the objectives tasks of the ART. • Externally, the Clinical Analytics Manager will develop and maintain effective relationships project partners and stakeholders within SESLHD, MOH, and others. • Providing leadership in supporting workforce reform using superior communication strategies.

Section 4 – Key Relationships

Key Internal Relationships	Who?	Director Strategy, Innovation and Digital Health
	Why?	To set strategy and ensure deliverables and tasks are aligned with it
	Who?	Head, Analytics and Reporting
	Why?	To collaborate on strategy, priorities and ensure deliverables and tasks are aligned with these; that typically multidisciplinary tasks are executed smoothly.
	Who?	Clinical and Corporate managers within SESLHD
	Why?	To support stakeholder management
Does this role routinely interact with external stakeholders?		YES
Key External Relationships	Who?	Ministry of Health
	Why?	To support stakeholder management and collaborative projects
	Who?	Other Primary Health Networks and LHDs
	Why?	To support stakeholder management and collaborative projects
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	1
Indirect Reports	0

Section 6 – Financial Delegation

As per delegation manual	As per delegation manual
Other \$	

Section 7 – Essential Requirements

Essential Requirements	(Mandatory)	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check.
	(Mandatory)	<ul style="list-style-type: none"> Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation's safety management system; to establish and

		<p>maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable.</p> <ul style="list-style-type: none"> • Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours.
	(Free Text)	

Section 8 – Selection Criteria

1	Postgraduate degree in biostatistics or equivalent qualification or relevant work experience or a combination of qualification and work experience.
2	Excellent knowledge of health datasets, clinical and population health analytics.
3	Extensive experience in the use of data management and statistical analysis software, including proficiency in R, SAS or similar programming languages.
4	High level knowledge of epidemiological and biostatistical concepts and methods, along with substantial experience in their application.
5	Proven ability to work independently as well as in a team environment with the ability to provide high level advice.
6	Highly developed creativity and problem solving skills, and the ability to apply these skills to produce policy relevant information for the health system
7	Demonstrated ability to manage multiple pressing projects concurrently.
8	Demonstrated experience in supervising and providing mentorship to junior analysts.

Section 9 – Other Requirements (Optional)

Other Requirements	(Mandatory)	<ul style="list-style-type: none"> • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
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	<i>(Mandatory)</i>	<ul style="list-style-type: none"> • Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit • Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	<ul style="list-style-type: none"> • Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget.

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role – not applicable

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
* Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials	Infrequent
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Not Applicable
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Not Applicable
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Not Applicable
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Not Applicable
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Not Applicable
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Not Applicable
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Frequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable

Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

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Position Description

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Digital Health
Manager	Head, Analytics and Reporting
Position Number	712052
Cost Centre	181219

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *:	Analytics Service Lead	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 4	
Job Category Coding (ROB)*	Information and Communication Technology	
Job Classification Coding (ROB)*	IT Management	
Speciality Coding (ROB)	N/A	
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	YES	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	<p>The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.</p> <p>This role will provide high level technical and specialist advice on all matters concerning healthcare improvement analytics consistent with legislative, NSW Health and South Eastern Sydney Local Health District standards, policies and procedures, for the achievement of business and service objectives.</p>
	<i>(Free Text)</i>	<p>The Analytics Service Manager will provide leadership in the development of new and innovative ways of driving system-wide improvement through data processes, contemporary analytics methods and the science of improvement. The role will work with the facilities and services of SESLHD to build capability in analytics at all levels of the organisation, collaborate in the development and implementation of new systems and processes, and perform detailed analytical explorations to support the strategic priorities of the organisation. The position is responsible for partnering with service delivery teams/support services across the District in using healthcare intelligence and data analytics to drive organisational service</p>

		<p>improvement. It will champion the development of an information culture that drives continuous clinical and business improvement across the District as an enabler for safe/effective care. The Analytics Service Manager will drive the open use of data in supporting innovation and research in the health sciences.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>
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Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Provide timely, expert and professional analytics advice in the development, implementation and maintenance of systems and processes related to healthcare improvement analytics with particular focus on building organisational capability, to ensure the provision of client focused services • Interpret, translate and communicate data to a broad range of stakeholders in a manner which enables clear understanding by relevant target audiences. • Lead identification and analysis of key drivers of LHD performance, including appropriate benchmarking, to identify opportunities for improvements in sustainable service delivery. • Build a District analytics service in line with best-practice national/international standards which provides enhanced healthcare improvement and analytics capacity with a particular focus on a whole of system strategy and prioritises self-service • Provide authoritative clinical informatics expertise and timely advice to the Head, Analytics and Reporting and Director Strategy, Innovation and Digital Health on strategic priorities, operations, policy and direction • Develop, maintain and identify opportunities to forge productive strategic relationships with staff and other key stakeholders, industry, sponsors and relevant agencies, through fostering collaborative partnerships in order to ensure a robust analytical approach to improvement is embedded throughout the organisation • Develop and implement the Analytics Strategy for SESLHD to provide direction for the organisation in the development of analytics capability. • Establish and implement effectual strategic directions and business plans through fostering a consultative framework with the SIDH leadership and leadership teams across the sites and services • Evaluate relevant existing service practices, policy and operational procedures by applying a practical and innovative risk management approach to ensure compliance with all obligatory requirements and to maximise organisational safety and to achieve continuous improvement
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		<ul style="list-style-type: none"> • Working through the Performance Units, ensure the ongoing education of Business Intelligence systems users to the point that they can undertake primary functional and improvement-related analytics • Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met • Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals in order to continuously improve the level of management and leadership in the service • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
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Section 3 – Key Challenges

Challenges	<ul style="list-style-type: none"> ▪ Accessing, integrating and manipulating large volumes of data from various sources, including some manual sources. ▪ Identifying key performance drivers and the changing needs of customers and stakeholders and working in partnership to ensure service needs are met ▪ Maintain awareness of trends, developments and information in healthcare improvement analytics in national and international environments as well as awareness of economic, social, political and health trends that impact on the organisation's strategy
Decision Making	<ul style="list-style-type: none"> ▪ The Analytics Service Manager is accountable for the successful, timely undertaking of programs and completion of projects. They are fully accountable for the accuracy, integrity and quality of information provided in relation to the content of reports and products. ▪ The position is responsible for ensuring compliance with legislation and policies for data governance, including responsibility for the adequacy of privacy and access controls. ▪ Undertakes negotiations around timelines for delivery of services.
Communication	<ul style="list-style-type: none"> ▪ Internally, the Analytics Service Manager is required to communicate regularly with the Director Strategy, Innovation and Improvement, District Executive Team and key partners at sites and services to ensure alignment with and effective communication across SESLHD programs. ▪ Externally, the Analytics Service Manager will develop and maintain effective relationships with other Local Health Districts, the NSW Ministry of Health, the NSW Health Pillar Agencies (including the Bureau for Health Information) and other industry groups

Section 4 – Key Relationships

Key Internal Relationships	Who?	Analytics and Reporting Team (ART)
	Why?	The role will work closely with the ART to develop, implement and support systems and processes to support healthcare improvement analytics
	Who?	General Managers, Site/service leadership teams, performance units, clinicians and managers
	Why?	The purpose of the role is to develop broad capacity in healthcare improvement analytics across the organisation, working collaboratively with all sites and services
Does this role routinely interact with external stakeholders ?		NO
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	4
Indirect Reports	N/A

Section 6 – Financial Delegation

As per delegation manual	N/A
Other \$	0

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

1	Relevant tertiary qualifications in healthcare analytics or relevant equivalent work experience in a health setting with a proven track record of change management
2	Demonstrated extensive understanding of complex healthcare service provision with proven skills in analysing issues, problem solving, formulating new approaches, implementing comprehensive change programs and improvement strategies
3	Sound understanding of NSW and Australian healthcare systems, and of the organisational culture of health care services and facilities in NSW
4	Expert conceptual and analytics skills, including experience in critical analysis and interpretation of improvement data and in preparing and presenting accurate reports for a range of audiences
5	Demonstrated experience in the development, implementation, review and evaluation of new systems within a healthcare environment
6	Excellent strategic planning and policy development skills, including the ability to make complex judgements and take initiative within the delegated area
7	Excellent communication, negotiation, decision making and influencing skills, including the ability to interact constructively and collaboratively with a diverse range of stakeholders, throughout all organisational levels
8	Willingness to travel across the District in accordance with the demands of the position

Section 9 – Other Requirements (Optional)

Other Requirements	(Mandatory)	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	(Free Text)	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	Currently Unavailable
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Section 11 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Respirator use – Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/hazardous materials	Infrequent
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Frequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Constant
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Occasional
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Constant
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Frequent
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Constant
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Frequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Infrequent
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Infrequent
Touch – use of touch is an integral part of work performance	Frequent
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Infrequent
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable

Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

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Position Description

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Digital Health
Manager	Head, Change and Innovation
Position Number	TBC
Cost Centre	182048

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *:	Strategic Programs Manager	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Health Managers (State) Award	
Position Classification*	Project Management	
Job Category Coding (ROB)*	Project Manager	
Job Classification Coding (ROB)*	Health Manager Level 4	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	YES	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	<p>The Strategic Programs Manager (SPM) provides strong leadership and senior management of a team of project resources while overseeing the delivery of complex programs and projects. The role leads and facilitates engagement and collaboration between Sites, Services, Directorates, and key stakeholders internal and external to the organisation to ensure delivery of an efficient and effective value driven service. The SPM is responsible for providing leadership, technical advice and proactive support to sites and services within SESLHD regarding the design, execution and evaluation of projects/activities.</p> <p>Please note that the role has a District remit and as such may be located at any location across the District.</p>

Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Provide leadership and direction to staff to ensure continuous effective service delivery and a performance based, innovative, responsive and accountable customer focused work culture. • Effectively manage the team to successfully deliver all key milestones and outcomes of the projects. • Develop and maintain systems and processes and manage projects following agreed project management methodology to maximise achievement of goals and required levels of skills and performance. • Lead and manage the planning and delivery of complex and/or medium to large technical projects to deliver organisational initiatives. • Manage all aspects of the project management cycle, including preparing business cases and project plans, identifying and allocating resources, developing and managing budgets, communication and meeting reporting requirements to ensure project outcomes are achieved on time, on budget and to quality standards. • Develop strategies for the continuous monitoring, evaluation and improvement of all aspects of project implementation including risk and contingency management, benefits realisation, project impact and quality measures to achieve the success of the project/s. • Manage and develop stakeholder relationships through effective communication, negotiation and issues management to ensure project deliverables are met. • Provide timely, expert and professional clinical data analytic advice in the investigation, design and implementation of models of care. • Develop, maintain and identify opportunities to forge productive strategic relationships with staff and other key stakeholders, industry, sponsors and relevant agencies, through fostering collaborative partnerships. • Provide expert advice about the feasibility and suitability of proposed solutions to optimise business performance. • Contribute to the development and implementation of business and strategic plans, policies, procedures, standards and practices to ensure change is sustainable including accurate implementation and rigorous evaluation methodologies. • Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level of service provision. • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients and colleagues.
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Section 3 – Key Challenges

Challenges	<ul style="list-style-type: none"> Ensure a highly professional, performance based, innovative, responsive and accountable customer service culture within the team. Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources. Participating in consultations with internal and external stakeholders often where there are competing needs/objectives and working to change ingrained cultural norms that do not support change.
Decision Making	<ul style="list-style-type: none"> The Strategic Programs Manager has substantial autonomy in the management of staff and other resources of the Directorate to achieve work objectives. Undertakes negotiations around timelines for delivery of milestones and to ensure risks and issues are escalated in a timely manner.
Communication	<ul style="list-style-type: none"> Internally, the Strategic Programs Manager is required to communicate regularly with other directors, senior managers, clinicians and other staff. Externally, the Strategic Programs Manager will develop and maintain effective relationships with stakeholders and consultants.

Section 4 – Key Relationships

Key Internal Relationships	Who?	The Head, Change and Innovation and Director Strategy, Innovation and Improvement
	Why?	The Strategic Program Managers will work with the Head, Change and Innovation and the Director of SIDH to ensure the projects and activities underway within the site/service are aligned with District strategy, highlight successes that can be spread across the District, and strive towards consistency and transparency across the District.
	Who?	Site/Service General Manager and Executive Team
	Why?	The Strategic Programs Manager will work with the Site/Service General Manager and Executive Team to deliver projects and build in sustainability.
Does this role routinely interact with external stakeholders ?		YES
Key External Relationships	Who?	External stakeholders, consultants and client specific to various projects
	Why?	To deliver patient and clinician focused outcomes within scope and to deadline
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

Section 5 – Staffing/Responsible for

Direct Reports	2
Indirect Reports	Nil

Section 6 – Financial Delegation

As per delegation manual	Nil
Other \$	N/A

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
	<i>(Free Text)</i>	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees

Section 8 – Selection Criteria

1	Demonstrated experience managing medium to large complex projects to completion on time, on budget, to quality standards and within agreed scope within a complex health organisation or health service management qualifications or equivalent.
2	Excellent analytical skills including the demonstrated success analysing and interpreting complex information from numerous sources, preparing and presenting analysis and reports, to creatively resolve challenges and achieve business focused solutions.
3	Expert organisational skills and experience working in a high volume and demanding professional environment with proven capacity to prioritise, multi-task, achieve business goals, perform and always work with a customer focused approach.
4	Excellent interpersonal, influencing and negotiation skills with demonstrated experience engaging, collaborating, and influencing key stakeholders and customers to influence and achieve optimal business outcomes.

5	Demonstrated experience leading and developing the capability of a team, and coaching and advising managers, whilst always fostering a performance based and customer focused work culture.
6	Demonstrated ability to establish strategic networks in order to affect organisational improvement.
7	Demonstrated experience working with multidisciplinary teams, and an ability to motivate, lead and to use initiative as well as the ability to provide authoritative advice and recommendations across a large and complex organisation
8	Current driver's licence with a willingness to travel in accordance with the demands of the position

Section 9 – Other Requirements (Optional)

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role – not applicable

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
* Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials	Infrequent
Sitting – remaining in a seated position to perform tasks	Repetitive
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Infrequent
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable

Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

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Position Description

Facility/Service	South Eastern Sydney Local Health District
Department	Strategy, Innovation and Digital Health
Manager	Director, Strategy, Innovation and Digital Health
Position Number	702482
Cost Centre	188537

Section 1 – Role Details

Does this role require Job Demand Check List?	YES	
Position Description Title *	Head, Application Services	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	
Award*	Health Managers (State) Award	
Position Classification*	Health Manager Level 5	
Job Category Coding (ROB)*	Information and Communication Technology	
Job Classification Coding (ROB)*	IT Management	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	YES	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	The position of Head, Application Services is responsible for providing Application Support Services to a large and diverse range of stakeholders across a large geographical area. The role is responsible for the strategy, planning and achievement of the operational goals that support the development and implementation of ICT systems and initiatives that support the LHD's Strategic Plans. The position is responsible for all Clinical, Patient Management Application support, Unique Patient Identifier, integration & reporting, web services and clinical application architecture to South Eastern Sydney LHD, and Illawarra Shoalhaven LHD.

Position Description



Section 2 – Key Accountabilities

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Provide strategic and operational leadership and direction to deliver high quality service in line with SIDH and SESLHD strategic objectives • Manage delegated financial responsibilities: resources, budget, assets, projects and staffing; to maximise achievement of goals and required levels of skills and performance and ensure the highest level of patient care is achieved. • Lead the development, implementation, maintenance and review of Clinical and Corporate Applications, Data Warehouse & Business Intelligence platforms, ensuring appropriate education, documentation and change management communications. • Provide oversight for end-to-end ICT architecture, disaster recovery and business continuity planning for Clinical and Corporate Applications, Data Warehouse and Business Intelligence platforms. • Build and maintain strategic relationships with clinicians, staff and other key stakeholders, industry, sponsors and relevant agencies, through fostering strategic partnerships in order to ensure Application Services objectives are met • Persuade and negotiate with key internal and external stakeholders to translate strategic direction and operational goals of the Application Services team and organisation • Apply practical and innovative risk management approach to the service delivery, policy and operational procedures of Application Services to meet all obligatory requirements and maximise organisational safety • Develop continuous improvement strategies to increase the effectiveness of existing service delivery, practices and operational procedures of [service/team] to facilitate SESLHD service improvement • Establish and implement effectual strategic directions and business plans through fostering a consultative framework in order to achieve positive outcomes for Application Services and SESLHD. • Provide complex and specialised advice and recommendations to Executive Leadership team and senior management on policy, operational matters including the impact of changes in legislation, regulation, policy and systems on the organisation and its stakeholders to achieve business and strategic objectives • Recruit, coach, mentor and performance develop Application Services staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit • Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently, economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met
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Position Description



		<ul style="list-style-type: none"> • Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level of management and leadership in the service • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures • Comply with and implement the NSW Health Work Health and Safety Better Practice Procedures by identifying, assessing, eliminating/controlling and monitoring hazards and risks within the workplace, to the extent of delegated authority for the role.
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Section 3 – Key Challenges

Challenges	<ul style="list-style-type: none"> • Maintaining a partnership between clinicians and Digital Health to ensure their views and needs are central to achieve the vision of clinicians in acquiring clinical information systems to improve the quality and continuity of care within multiple settings with the available resources while managing the diverse number of clinical systems and ensuring their ongoing alignment. • Driving cultural and organisational change for the development of the electronic medical record and enhancing the capability of Digital Health staff to provide strategic advice and interventions on clinical systems and information management. <ul style="list-style-type: none"> ▪ Managing positive and constructive relationships both internal and external to the LHDs including eHealth NSW, Ministry of Health, Medicare Locals, Agency for Clinical Innovation, Clinical Excellence Commission and the Health Education Training Institute.
Decision Making	<ul style="list-style-type: none"> ▪ All decisions related to staff management including leave and overtime Delegation to incur expenditure on goods and services up to the value determined within the LHDs' Delegation Manual. ▪ Setting priorities and assigning resources to projects and tasks to meet organisational objectives. ▪ Authorising and timing purchases for projects to meet project deliverables.
Communication	<ul style="list-style-type: none"> ▪ Internally the Head Application Services is required to communicate regularly with clinicians, clinical leaders, facility/Service leadership and SESLHD Executive to achieve work objectives. ▪ Externally, the Head Application Services will develop and maintain effective relationships with NSW Health and Ministry representatives to achieve business objectives. ▪ Provide leadership which supports workforce reform using effective communication strategies.

Position Description



Section 4 – Key Relationships

Key Internal Relationships	Who?	Director SIDH
	Why?	Develop relationship to support manager, received direction and share ideas to deliver effectively on objectives.
	Who?	SESLHD Facility/Service Executive and Management
	Why?	Provision of assistance and advice to Executives, Departments or individuals in regards to Clinical Application Services
	Who?	Clinicians and support teams
	Why?	Engage and clinical and support teams in effective change management
Does this role routinely interact with external stakeholders ?	YES	
Key External Relationships	Who?	Ministry of Health, eHealth and other Government agencies
	Why?	Represent SESLHD at significant Statewide and other forums and support the involvement of SESLHD by ensuring effective advice on issues relevant to services and programs, provide advice and respond to requests for information.
	Who?	
	Why?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?	NO	

Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	4
Indirect Reports	

Section 6 – Financial Delegation

As per delegation manual	As per delegation manual
Other \$	

Section 7 – Essential Requirements

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to actively support and demonstrate your commitment to the organisation's safety management system; to establish and
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Position Description



		<p>maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable.</p> <ul style="list-style-type: none"> • <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours.
	(Free Text)	

Section 8 – Selection Criteria

1	Relevant tertiary qualifications in Information Communication Technology (ICT) or extensive equivalent experience in an ICT leadership role or a combination of study and work experience.
2	Demonstrated ability to develop, direct and lead a team in the achievement of organisational goals
3	Proven detailed understanding of the current and future Digital Health applications and technologies used to support clinical services and patient administration with demonstrated experience in the acquisition development and implementation of clinical systems applications including planning, developing, testing, implementation and benefits realisation.
4	Previous extensive experience in the development, review and evaluation of strategic and business plans
5	Demonstrated conceptual and innovative problem-solving skills for managing conflicting priorities and developing, implementing and monitoring recommendations and advice on policies, strategies and solutions across complex areas
6	Excellent interpersonal communication, verbal and written skills and demonstrated ability to consult, influence, motivate and negotiate effectively to build and maintain effective relationships with internal and external stakeholders
7	Demonstrated ability to manage human, financial, and physical resources effectively and efficiently to ensure budget and performance targets are met
8	Willingness to travel in accordance with the demands of the position

Position Description



Section 9 – Other Requirements (Optional)

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none">Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees<i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit<i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification Questions	<i>Currently Unavailable</i>
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Position Description



Section 11 – Capabilities for the Role- not applicable

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Position Description



Section 12 – Job Demands Checklist

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
* Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials	Infrequent
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Not Applicable
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Not Applicable
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Not Applicable
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Not Applicable
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Not Applicable
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable

Position Description



Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable