

Position Description

1. Position details	
Position title:	Director Strategy and Development
Reports to:	Chair VicPCPs
Location:	bestchance 583 Ferntree Gully Road, Glen Waverley
Employment Status	Full Time (12 Months Term)

2. Organisation Context
<p>Primary Care Partnerships (PCPs) are established networks of local health and human service organisations working together to find smarter ways of improving the health system. PCPs work to improve access to services and continuity of care for people through improved service coordination, as well as chronic disease prevention, integrated health promotion, and partnership development. Since 2000, PCPs have developed and consolidated their role and currently over 800 diverse organisations participate in PCPs at a local level working collaboratively on health and wellbeing issues.</p> <p>PCPs are a vital mechanism for integrating Department of Health and Human Services (DHHS) funded health promotion and prevention initiatives within our catchment areas and have also undertaken significant work in enhancing the primary health care service system helping to reduce avoidable hospital admissions and ensuring people receive the care they need in an accessible and coordinated way.</p> <p>Vic PCPs is a collective voice for the 28 PCPs across Victoria. The Vic PCPs Leadership Executive comprises representatives from PCPs governance groups in all DHHS regions and provides leadership and governance in relation to Vic PCPs operations.</p> <p>The Director Strategy and Development role supports the PCPs Leadership Executive, PCPs Chairs and Executive Officers (EOs) to enhance the position of the PCPs as the platform for collaborative partnerships for health and human services in Victoria and to drive advocacy strategies to ensure that PCPs increase their collective profile as leaders in partnership work.</p>
3. Position Purpose
<p>To support Primary Care Partnerships (PCPs) to strengthen their position as leaders in partnership development. The role encompasses, but is not limited to:</p> <ul style="list-style-type: none"> • Regular liaison with the relevant staff of the DHHS branches and other relevant government departments (e.g. DOJ, DPCD) and sector peak bodies (e.g. VicHealth, MAV, VCOSS, NHV, VHA). • Facilitate communication and collaborative activity between PCPs and other organisations that have a role in relation to the PCPs Program, including government departments, sector peak bodies and specialist organisations. • Develop and coordinate mechanisms to support and mobilise strategic action and partnerships at a state wide level. • Facilitate PCPs engagement in Commonwealth and State reforms where relevant • Support the Leadership Executive and state wide Chairs and Executive Officer's groups in implementing projects and advocacy relating to the achievement of the strategic priorities.

4. Key Result Areas (KRAs) and Key Responsibilities (KRs)

(Describes the major area of responsibility or activity, which is the focus of performance in this position.)

(a) **Support Primary Care Partnerships to deliver excellent outcomes that will improve the health status of all Victorians**

- Oversee the Vic PCPs Future Directions Plan 2018-20 including reporting on the Action Plan.
- Deliver quality strategic information to PCPs that enable them to more effectively respond to new developments in the health and community sector.
- Support and deliver state wide meetings / forums relevant to PCPs leadership that generate momentum and innovation in the PCPs platform (including coordination of agendas and minutes).
- Support PCPs networks to be strategic and innovative in their operations and planning.
- Enhance relationships with other relevant state wide stakeholders so that collaboration with, and use of, the PCPs platform is higher on the agenda of a wide range of agencies.
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(b) **Advocate for future investment in primary care partnerships**

- Build and promote the evidence base in support of the value of PCPs.
- Support the coordination of meetings with government ministers, senior bureaucrats and other external stakeholders to promote the role and benefit of the PCPs strategy.
- Develop marketing and advocacy documents that promote the benefits that can be achieved through the PCPs platform.

(c) **Identify and capitalise on new opportunities for growth in the primary care partnership platform**

- Be alert to sector developments and develop position papers on such developments as they relate to PCPs.
- Assist groups of PCPs to respond regionally or by area of interest to new opportunities for growth and innovation in the PCPs platform.
- Assist individual PCPs (particularly through support to Executive Officers) to capitalise on new developments and opportunities, to build on existing programs and strengths and to grow their funding and activity base where desired.

(d) **Administration**

- Liaise with the Victorian PCPs funds holder in relation to monitoring and reporting of the Victorian PCPs budget.
- Provide verbal and/or written reports as requested to the Leadership Executive.
- Oversee the maintenance of mailing lists and email addresses for the Leadership Executive, PCPs Chairs and PCPs Executive Officers.
- Oversee the maintenance of the Vic PCPs Website.

5. Qualifications and Experience

- Bachelor qualification in a relevant field, such as Health, Community Development, Education or Social Policy.
- Leadership and engagement skills based on a consultative and collaborative approach.
- Experience in political lobbying and advocacy work at Federal and State levels.
- Experience working in a PCPs or as a member of a PCPs is desirable.

6. Key Selection Criteria	
<ul style="list-style-type: none"> • Demonstrated ability to think strategically, adopt a leadership role and build collaborative partnerships at a senior level in multi-disciplinary environments and across diverse service sectors. • A thorough understanding of the primary health and human services sectors policy frameworks and service delivery systems. • Aspirational thinking regarding PCPs future strategic directions. • Highly developed oral, written, negotiation, critical analysis and presentation skills. 	
7. Position Dimensions	
Number of direct reports	Not Applicable
Liaisons	<ul style="list-style-type: none"> • PCPs • Department of Health, Department of Justice and DPCD • Sector peak bodies (e.g. VicHealth, MAV, VCOSS, NHV, VHA)
8. Auspice Organisation	
<p>The role of the Director Strategy and Development will be employed by bestchance and will be required to comply with their relevant policies and procedures and people principles:</p> <p>All staff, contractors and volunteers, and students on placement are required to adopt the following minimum standards in their work practices:</p> <ul style="list-style-type: none"> • behave honestly and with integrity • treat people with dignity and respect • work in a holistic and collaborative manner • respect authority and the law and act accordingly • use the resources of bestchance responsibly and in the best interests of the organisation and its reputation • be responsible for their actions and accountable for their consequences <p>bestchance confirms the commitment of all bestchance employees, volunteers, Family Day Care Educators and contractors to ensure a safe environment for all children:-</p> <ul style="list-style-type: none"> • bestchance is committed to the safety and wellbeing of all children; • bestchance has a zero tolerance of child abuse; • we support children’s right to safety; and • will act without hesitation to ensure a child safe environment is maintained. • Child Safety Code of Conduct, Child Protection and Child Safety Policies and Procedures 	

I acknowledge receipt of a copy of this Position Description as an enclosure with **bestchance’s** letter of offer.

Name: _____

Signed: _____

Dated: _____