

Position Description

Position title	Manager – Commissioning, Insights and Performance
Status	Full time
Location	Eight Mile Plains
ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN	
<p>Brisbane South PHN puts people at the heart of health care. We specialise in person-centred, place-based health system reform that delivers meaningful change and sustainable results. We are partnering to build a health and wellbeing system in which every person in the Brisbane south region, especially those with the greatest need, is supported to live well and experiences care that is connected, high quality and easy to access — our vision is ‘the best possible health and wellbeing for every person in the Brisbane south region’.</p> <p>In addition, our values - Courage, Integrity, Purpose, Respect, Synergy - shape the way we work with our stakeholders and with each other.</p> <p>Our purpose in partnering to build a health and wellbeing system in which every person in the Brisbane south region, especially those with the greatest need, is supported to live well and experiences care that is connected, high quality and easy to access.</p> <p>Brisbane South PHN supports the primary health sector in a number of ways.</p> <ul style="list-style-type: none"> • Through careful analysis, consultation and planning, we help to identify and address health needs and service gaps. • We share knowledge and information with and throughout our network. • We work directly with general practitioners, allied health professionals and health care organisations. • Our services include sharing of information, digital solutions and workforce education and training, so health service providers can be better placed to deliver care to patients, keeping them healthy and out of hospital. • Through our partners and contracted providers we commission the delivery of services for our region’s most vulnerable people, including those in need of mental health, drug and alcohol and other support services 	
POSITION OBJECTIVE	
<p>The objectives of this position are to:</p> <ol style="list-style-type: none"> 1. Lead and strategically drive the development of data maturity (and associated systems and processes) to support the organisation in evidence-based commissioning (inclusive of planning, design, execution, and monitoring and evaluation). 2. Provide strategic advice and support to the Executive Leadership Team to enable delivery of program and service outcomes and impact through a robust commissioning approach. 3. Ensure the approach to commissioning is driven by evidence-based decision making, planning, transparent reporting and a commitment to build sector capacity to improve health system outcomes. 4. Lead a high-performing and outcomes-focussed team that work seamlessly across the whole organisation, and effectively partner with external stakeholders to achieve Brisbane South PHN’s vision and strategic goals. 	
Accountability	This position reports to the Deputy CEO & General Manager Corporate Services
Direct reports	As per organisation chart
Delegated Authority	As per approved Brisbane South PHN delegations

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KEY RESPONSIBILITIES

- Lead and develop a high performing team to contribute to Brisbane South PHNs role as a commissioning organisation that partners to lead system reform to produce meaningful and measurable impact
- Lead the commissioning portfolio across the organisation by providing strategic and operational guidance to senior leadership and staff, building organisational commissioning capability and driving innovation and quality in commissioning.
- Lead and collaborate to:
 - Develop and provide oversight of cross-organisational processes to support robust commissioning processes, inclusive of project planning, procurement and contracting, and monitoring, evaluation and reporting.
 - Build the capacity of Brisbane South PHN to further develop Data Maturity, Data Governance and Data Literacy
 - Implement and incorporate the effective use of data systems and business intelligence such as Primary Health Insights to bring together data in a manner that creates knowledge and insight
- Lead and enhance planning, monitoring and evaluation including:
 - Ongoing Health Needs Assessment (including optimising systems for collecting, collating and using qualitative and quantitative data)
 - Implementation of the Brisbane South PHN Performance Outcomes Framework
- Lead and coordinate timely execution of deliverables
 - Coordination of reporting and planning deliverables to Department of Health (e.g. 12-month performance report, Health Needs Assessment, Activity Work Plans)
 - Lead and manage comprehensive monitoring and reporting of health trends and utilise appropriate metrics to evaluate and communicate findings to relevant stakeholders
 - Chair 1 (one) or more of the Data Governance Groups
- Grow and maintain effective relationships with internal and external key stakeholders including PHNs, Queensland Health, service providers, and non-government organisations in support of shared outcomes
- Foster an evidence-based approach for PHN activities through commissioning and contributing to the development of the evidence-base through sharing learnings and contributing to publications
- Any activities that might reasonably be expected in this position.

CAPABILITIES AND COMPETENCIES

Brisbane South PHN has a Capability and Competency Framework aligned to the Strategic Framework, Vision, Purpose and Values. The expected capabilities, competencies and success behaviours for this position are described in the Framework in the role group: **Specialists, Program, Project, Unit Managers**.

Additional competency required for success in this position is:

- **Executive:** Commissioning and Contract Management.

SKILLS, EXPERIENCE AND QUALIFICATIONS

- Formal university bachelor degree or higher qualifications in public health, health planning or related field and experience working in the health sector with an in depth understanding of the Australian health system, policy, current reforms and future opportunities.
- Demonstrated experience operating in a leadership capacity, and leading a high performing team to manage a complex work agenda that integrates work across the business units in the organisation.
- Excellent written and verbal communication and interpersonal skills to nurture strong professional working relationships and partnerships with various sectors, including government, non-government and primary care sectors.
- Experience in leading population health and health services planning and reporting activities and producing deliverables within specified timeframes
- Strong understanding of data maturity and governance, including data analysis, interpretation, reporting and presentation of data and information relating to health services need, supply, utilisation and effectiveness

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- Demonstrated experience applying strategic thinking, developing strategy, and translating strategy into effective operational outputs and outcomes.
- Experience in the use and application of project management methodologies (e.g. Agile), and demonstrated experience effectively balancing the delivery of strategic long term and responsive short-term priorities and activities.
- Demonstrated understanding of systems and processes necessary to analyse large amounts of complex qualitative and quantitative information and identify and communicate key understandings and implications
- Digitally literate and highly competent in the use and application of data analysis and business intelligence programs, software and systems.
- Positive National Police Check

To comply with the *Workers in a healthcare setting (COVID-19 Vaccination Requirements) Direction, Public Health Act (2005) Qld*, it is a mandatory requirement that all Brisbane South PHN employees have had the prescribed number of COVID-19 vaccination doses before they can commence employment.

Manager's Signature		Date
Manager's Name		
Employee's Signature		Date
Employee's Name		