

POSITION DESCRIPTION

Contracts and Capacity Building Coordinator – Primary Care

Portfolio:	Primary Care and Integration
Team (if applicable):	Integration
Reports to:	Integration and Relationships Manager
Direct reports:	Nil
Dated:	July 2024

Position Purpose

The Contracts and Capacity Building Coordinator – Primary Care works closely with primary healthcare providers, key partners and stakeholders in the Adelaide PHN metropolitan region to implement and deliver activities which recognise, support and build on the existing capacity of primary healthcare providers, commissioned services, communities and organisations.

Key Responsibilities and Outcomes

Role Specific

To ensure the organisation works effectively to achieve its strategic objectives and business plan, each team member has responsibility for a range of activities and outcomes. These role specific responsibilities and outcomes are reviewed once a year formally via performance reviews, and on an ongoing basis between team members and managers.

Key responsibilities include:

- Work with primary healthcare providers across the Adelaide PHN metropolitan region to build and sustain capability and capacity across the primary care sector;
- Focus on supporting clinical and non-clinical service providers to build and sustain capabilities across the primary care sector;
- Establish and maintain effective partnerships with primary healthcare providers;
- Support place-based initiatives and activities with a range of stakeholders;
- Management of contracts with commissioned service providers;
- Facilitate connections and integration between commissioned service providers to influence best practice service delivery;
- Foster a quality improvement approach to evaluation, assessment, monitoring and redesign; and
- Participate in broader systems level partnerships and integration.

Organisation Wide

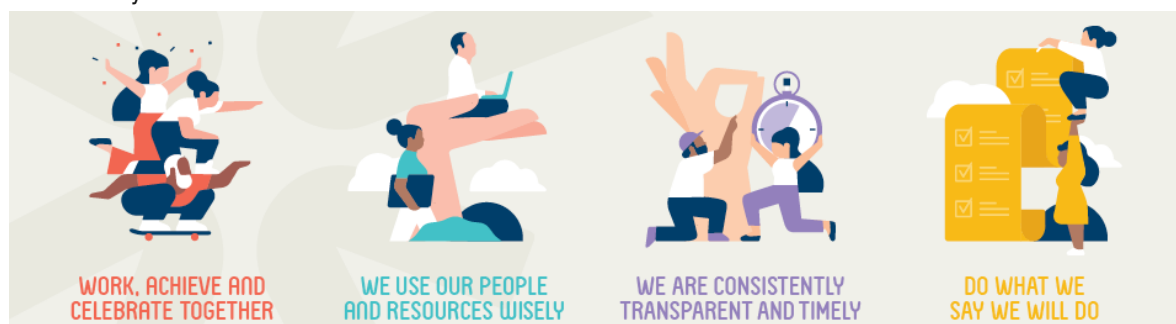
- Proactively work in a way that directly supports Adelaide PHN strategic objectives.
- Engage internal and external stakeholders at all levels with respect, collaboration and cultural sensitivity.
- Commitment to embedding reconciliation initiatives into business and our everyday work in line with our Adelaide PHN Innovate Reconciliation Action Plan.
- Ensure best practice processes across all areas of responsibilities and identify opportunities for innovation and continuous quality improvement.

- Regularly attend team and staff meetings and participate in working groups (as applicable).
- Comply with reporting requirements as directed by your manager.
- Perform other reasonable duties as required to meet organisational objectives.

Core Competencies

Stepping 4ward – Our Behaviours

All employees of Adelaide PHN are expected to contribute to the collective achievements of our organisation through promoting and committing to our Stepping 4ward culture program and demonstrating our signature behaviours in the way we work with each other, our stakeholders and our community.



Skills, Experience and Qualifications

Specific Role Requirements (Qualifications, Experience, Skills, Knowledge, Attributes)

The knowledge, skills, experience and qualifications for this role are:

- Tertiary qualifications in health or human services or management (or other relevant discipline); or at a minimum, extensive experience within a health organisation.
- Significant demonstrated experience in building beneficial partnerships and professional relationships with a wide range of stakeholders, including health care providers/peak bodies, community services, government departments employers and the general public.
- Demonstrated experience applying capacity building principles.
- Demonstrated experience in using standard project management techniques and knowledge, or the ability to acquire knowledge of basic scoping methodologies.
- Ability to manage a range of contracts and maintain responsibility for coordinating all aspects of the contract and associated deliverables.
- Demonstrated ability in monitoring performance and supporting the achievement of KPIs.
- Expertise and experience in critical analysis of complex issues in human service delivery and service development and knowledge of the principles of commissioning from a primary health care perspective.
- Demonstrated experience or the ability to acquire knowledge in the review and analysis of program level budgets.
- Demonstrated ability to work within a team, and in cross-portfolio teams and groups.
- Demonstrated ability to prepare reports including recommendations.
- Ability to exercise sound judgement in making decisions, with the demonstrated ability to think and act strategically in the formulation and implementation of policies and practices.
- Exceptional communication skills both written and verbal, and the ability to communicate Adelaide PHN key messages.

- Understanding of, and ability to practice in a manner consistent with, the principles of Primary Health Care and knowledge of the Australian primary health care sector.

Other Requirements

Organisation Wide

- A current and acceptable National Police Check certificate.
- A current Driver's Licence is desirable (role-dependant) and use of a personal vehicle may be required occasionally (work-related mileage will be reimbursed at relevant Award rates).
- Understand and comply with the Adelaide PHN Code of Conduct, Frameworks, Policies and Procedures.
- Participation in organisation-wide learning and development activities.
- Ensure that the organisation and primary health care is promoted in a positive manner.
- Understanding of and proactive approach to work health and safety, specifically taking responsibility for the health and safety of self and others.
- Deal with sensitive information in a confidential and professional manner.
- Knowledge, understanding of and adherence to relevant legislation applicable to employment at Adelaide PHN and as stated in organisational Policies and Procedures.

Special Conditions (if any)

- A current Driver's Licence is required and use of a personal vehicle may be required occasionally (work-related mileage will be reimbursed at relevant Award rates).
- Some out of hours' work may be required.
- Intrastate and interstate travel may be necessary.

Date	Version	Author	Reason for change
01/06/2020	1.0	Executive Manager	
01/03/2021	1.1	Executive Manager	Review
16/04/2024	1.2	Executive Manager Primary Care and Integration (Niamh Wade)	Review and change of title from Practice Facilitator
12/08/2024	1.3	People and Culture Officer (Brianna Brown)	Formatting