



Position Description



Position title	Innovative Partnerships and Commissioning Manager
Responsible to	Director, Strategic Partnerships and Innovation
Responsible for	Nil direct report
Location	Wollongong, Fyshwick, Nowra, or Moruya
Salary range	Band 4 (\$115,212 - \$131,670)
Conditions	National Employment Standards Employment Contract Company policies and procedures Flexible work practices
Remuneration and benefits	Base salary plus superannuation at statutory rate Salary packaging in line with Registered Health Promotion Charity status Professional development opportunities
Probity checks	Reference checks National Criminal Record Check Qualifications/Certifications required for the position Professional registrations and memberships as required for the position
Level of delegation	As outlined in Delegations Policy
Acknowledgement of Country	COORDINARE South Eastern NSW PHN, acknowledges the Traditional Owners and Custodians of the lands across which we live and work. We pay our respects to Elders past, present and emerging, and acknowledge Aboriginal and Torres Strait Islander peoples' continuing connection – both physical and spiritual – to land, sea and sky.

About us

COORDINARE, as the South Eastern NSW Primary Health Network, is dedicated to fostering healthier communities.

We focus our efforts on those who face the biggest inequities. To do this, we collaborate with the community, general practices and other stakeholders to design solutions that make it easier for people to get the health care they need.

We will also use our knowledge and commissioning expertise to attract new funding partners to expand our impact.

Our purpose

To improve the health of communities in South Eastern NSW.

Our priorities

Our three objectives and key priorities are:

1. **Accessible care** – by improving access to services such as mental health, alcohol and other drugs, chronic conditions, after hours and urgent care- especially for priority groups.
2. **Systemised care** – by strengthening linkages between primary care and the broader health system. We support general practice and commission coordination and navigation services that guide individuals through their health care journey.
3. **An activated community** – by fostering health across the lifespan, addressing the social determinants of health, increasing prevention activities, and improving community resilience and social connectedness.

As a growing, innovative, and resilient organisation, we achieve our priorities through our strengths in:

- Consumer engagement
- Professional capacity
- Financial resilience
- Communications and influence
- Research and evidence
- Data and IT capability

Our values

- We build trusted and meaningful relationships
- We respect and include diverse voices
- We act with integrity
- We embrace change with purpose

Our processes

COORDINARE commissions services from our stakeholders, rather than providing services directly. Commissioning involves starting with understanding our communities' needs, identifying commissioning opportunities and then gauging the impact of our initiatives on the community.

COORDINARE uses population health data, and input from our two GP-led Clinical Councils, the Community Advisory Committee, the Aboriginal Health Council, general practices, and through our strategic alliances with the Local Health Districts, to identify needs, set clear local priorities, and implement government initiatives.

Purpose

The Innovative Partnerships and Commissioning Manager will sit within the Strategic Partnerships and Innovation directorate and will support the director to coordinate cross organisation collaboration and codesign on projects that address the emerging needs of our region. The Innovative Partnerships and Commissioning Manager will also be responsible for the planning and implementation of those projects, liaising closely with other areas of the business to transition to business-as-usual operations when appropriate.

Key accountabilities

- Work closely with other parts of COORDINARE and external stakeholders, to utilise data, insights and intelligence and employ co-design methodology to develop models of care that address the health needs of SENSW.
- Develop and deliver implementation plans and activities, incorporating change adoption strategies, to ensure the successful implementation of models of care/services.
- Collect information and navigate complexities related to clinical governance, patient privacy, and clinical workflows to facilitate the development of innovative models of care. Establish governance structures to support collaborative leadership and change management across new initiatives.

- Successfully manage commissioning cycles to operationalise newly developed initiatives, using a range of procurement approaches as required. Work collaboratively with other parts of the organisation to establish and monitor contracts and payment schedules with commissioned providers.
- Deliver program activities by applying best-practice project management methodologies. Maintain organisational systems and workflows that support best practice in project and budget management.
- Identify and manage associated risks and challenges. Provide updates and appropriately escalate to executive sponsors as required.
- Build and maintain effective and influential working relationships with both internal and external stakeholders to foster collaboration and problem solving across project co-design and implementation.
- Manage and prepare implementation updates, reports, and correspondence, to present and deliver timely advice to key stakeholders ensuring project milestones are met.
- Employ a range of monitoring and evaluation approaches to assess the impact of newly commissioned initiatives. Develop monitoring and evaluation plans that effectively measure the short to long term impact of projects and deliver reports that assess performance against agreed targets and objectives.
- Prepare regular reports for the Executive, Funding Innovation Committee and other governance groups as required.

Key relationships

- Internal – Subject Matter Experts, Commissioning Managers, Business Manager, Commissioning & Procurement team, Medical Directors, Health Coordination Consultants, Program Officer, Community & Consumer Engagement & Manager, Service Development & Performance Older Person.
- External –LHD staff, key NGOs/liaison groups, commissioned service providers, potential service providers, general practice teams, consumers.

Key challenges

- Effectively managing change across stakeholders and settings.
- Gaining agreement on priorities, based on local data and intelligence, that should be addressed through emerging models of care.
- Ensuring equity of access and outcomes using innovative delivery models that may leverage digital health and creative workforce solutions.

Selection criteria

Area	Specific requirement
Qualifications	Relevant tertiary qualifications and experience of project implementation within a health setting.
Priority checks	Current Criminal History Check.
Registration and licensing	Current NSW Drivers Licence.
COVID-19 vaccination compliance	It is recommended that COORDINARE employees have completed at least 2 doses of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA).

Knowledge and experience

1. Relevant tertiary qualifications and experience of project implementation within a health setting.
2. Demonstrated ability to plan and deliver complex implementation projects using change and project management methodology.
3. A track record in successfully fostering change and innovation across internal and external stakeholders.
4. Highly developed interpersonal, oral, and written communication skills.
5. Demonstrated experience in influencing, negotiating, and engaging positively with stakeholders (particularly health providers) to develop and broker solutions.
6. Experience in reporting on project progress and performance to an executive team and Board.
7. Demonstrated ability to exercise independent judgment and make decisions whilst working as part of a team while recognising the importance of maintaining open lines of communication and escalating issues as required.
8. Competent in a range of IT software programs such as MS Office.
9. Current NSW driver's licence and a willingness to travel as part of this role (which may include overnight stays).

COORDINARE is an equal opportunity employer embracing diversity. We strongly encourage applications from Aboriginal and Torres Strait Islander people. We are sector leaders with excellent benefits, and a hybrid workplace in the beautiful SENSW region.

We support Hybrid Working, so it is expected on average 40% of your work time should be spent at a COORDINARE location to achieve the exemplary depth of relationships, connection, and collaboration as desired.

Successful applicants must have the right to work in Australia, be willing to complete a Criminal Record Check and, due to our purpose and nature of our work, must be able to demonstrate up to date COVID 19 vaccination status or medical exemption.

As the incumbent of this position, I confirm I have read the Position Description, understand its content, and agree to work in accordance with the requirements of the position.

Employee's name:

Employee's Signature:

Date:

Supervisor's name:

Supervisor's Signature:

Date:

Please note if this PD is for a new role it will need to be reviewed and approved by the CEO.

Date	Version No.	Author	Approved by	Reason for update
July 2024	1	Director, Strategic Partnerships and Innovation.	CEO	Newly created role
September	2	Director, Strategic Partnerships and Innovation.		Position title change & recruitment process