






Position description

Older Person's Health and Palliative Care Manager

Department:	NQ Health Priorities
Location:	Cairns, Townsville, or Mackay
Position type:	Full-Time
Classification:	Level 8
Reports to:	NQ Health Priorities Lead
Direct reports:	3

Our values

	Values statements	Core commitments
 Collaboration	<p>We connect co-operatively across boundaries to share ideas and achieve our goals together.</p> <p>'We work together'</p>	<p>I will work co-operatively across teams to achieve outcomes.</p> <p>I will connect with others to build trusting relationships.</p> <p>I will share ideas, knowledge, and resources.</p>
 Leadership	<p>We are empowered, inspired, and will step up to create a better future.</p> <p>'We are all leaders'</p>	<p>I will role-model positive behaviours.</p> <p>I will create opportunities to have a positive impact.</p> <p>I will take responsibility for contributing to NQPHN's culture and success.</p>
 Integrity	<p>We hold ourselves to the highest standards of ethics and professionalism.</p> <p>'We do the right thing'</p>	<p>I will be consistently ethical and trustworthy.</p> <p>I will display high levels of professionalism at all times.</p> <p>I will represent NQPHN with pride.</p>
 Accountability	<p>We own our actions, follow through on our promises, and live our values.</p> <p>'We do what we say'</p>	<p>I will follow through on my commitments.</p> <p>I will take ownership of my work and performance.</p> <p>I will be transparent and forthcoming with information.</p>
 Respect	<p>We hear, acknowledge, and value all people and voices, finding unity in our diversity.</p> <p>'We are considerate'</p>	<p>I will actively seek out and value different perspectives.</p> <p>I will treat all people with appreciation, dignity, and courtesy.</p> <p>I will be culturally informed and sensitive.</p>



NQPHN acknowledges the Aboriginal and Torres Strait Islander peoples as Australia's First Nation Peoples and the Traditional Custodians of this land. We respect their continued connection to land and sea, country, kin, and community. We also pay our respect to their Elders past, present, and emerging as the custodians of knowledge and lore.





Role summary

The Older Persons Health and Palliative Care Manager holds responsibility for developing programs that support senior Australians to live well at home for as long as possible. This is achieved through the commissioning of care finder navigation services and early intervention activities and models of care for chronic disease management, which support healthy ageing and reduce pressure on local health services. The role also involves increasing awareness, facilitating, and coordinating access to services promoting the provision of safe, quality palliative and end-of-life care at home.

Key responsibilities

Role-specific

- Manage the NQPHN Palliative Care – Greater Choice for At Home Palliative Care program deliverables as defined and directed by the NQPHN strategic objectives and operational plan.
- Manage the Care Finder commissioning initiative, in line with the Aged Care Funding Schedule requirements of this initiative.
- Map existing palliative care and aged care services as they relate to the above initiatives across the NQPHN region.
- Map existing education and training resources relevant to the program, including those through Palliative Care Australia and National Palliative Care Projects.
- Work collaboratively to commission initiatives to improve outcomes for older people including early intervention activities and models of care for chronic disease management that support healthy ageing and reduce pressure on local health services.
- Plan, develop, and coordinate activities to improve the coordination, integration, and continuity of care at the aged care and primary health care interface.
- Work collaboratively with NQPHN's Health System Integration and Innovation Team to undertake a needs assessment to plan and inform the development of aged care programs.
- Work collaboratively with NQPHN's Health System Integration and Innovation Team to establish mechanisms for quantitative and qualitative data collection and outcome measurements, including baseline data, contributing and providing data and information for the national evaluation.
- Plan, develop, and implement activities to increase awareness of, and facilitate and coordinate access to, safe quality aged care, palliative and end-of-life care at home.
- Plan and coordinate relevant educational events.
- Support co-design and referral pathways as relevant.
- Develop, manage, and support forums, working groups, and networks.
- Improve coordination of care for patients across health care providers and the integration of palliative care services across the NQPHN region.

Organisation-wide

- Committed to “One PHN” and working collaboratively and engaging purposefully across the organisation, including the offices, teams, and functions.
- Ensure “best practice” processes across all areas of responsibilities.
- Comply with the Organisation’s policies and procedures.
- Ensure the safety of yourself and others in line with the organisation’s Work Health and Safety policies and procedures and the Workplace Health and Safety Act 2011.
- Perform other duties reasonably required as directed.

Key selection criteria

- Degree qualifications in a health-related discipline and/or five years’ experience in a similar role, or alternatively, a VET qualification and five years relevant experience.
- Demonstrated understanding of the health challenges of older persons and the opportunities and challenges for the palliative care sector in the North Queensland region.
- Demonstrated understanding of health commissioning processes, strategic health service design, and delivery in a community environment.
- Demonstrated project management experience, systems thinking, and a high-level ability to conduct cohesive networking and stakeholder engagement with the health sector across the NQPHN region.
- Demonstrated experience in leading, developing, and contributing to a multi-disciplinary and multifaceted team across geographical locations.
- Demonstrated interpersonal, communication (oral and written), and conflict and negotiation skills.
- Demonstrated ability to work with diverse communities, including Aboriginal and/or Torres Strait Islander and Australian South Sea Islanders peoples in our region.

Other requirements

- Current Drivers Licence.
- Provide a National Police Check less than three months old.
- Be able to meet the requirements of a Working with Children (Blue Card) Qld (if required).

Capability Framework

NQPHN has a Capability Framework in place. This role has the following core competencies and expected levels.

Core competency	Standard
Teamwork and team leadership	<ul style="list-style-type: none">• Supports others in taking independent action.• Resolves issues that occur with minimal direction.• Invites and builds upon the ideas of others.

Core competency	Standard
	<ul style="list-style-type: none"> • Assumes additional responsibilities to facilitate the achievement of team goals. • Actively shares knowledge among peers or offers advice to less experienced colleagues. • Effectively transfers acquired knowledge and expertise. • Demonstrates initiative in professional self-development.
Resource management	<ul style="list-style-type: none"> • Manages the allocation of resources in relation to business needs. • Manages the work plan, sets timelines and milestones, and involves stakeholders to deliver on time. • Provides advice on procedures and the use of resources.
Flexibility and continuous improvement	<ul style="list-style-type: none"> • Anticipates having to adapt work methods to changing technology and environments. • Considers problems from all new perspectives and can expand on the thinking or solutions proposed by others. • Adapts to new ideas and initiatives relevant to own area of work. • Understands and promotes the Organisation's business needs and policies for introducing change. • Is able to present the Organisation's priorities as they relate to own area of work. • Explains and convinces others of the need for adaptation and change of policies, structures, and methods.
Stakeholder engagement and communications	<ul style="list-style-type: none"> • Writes information coming from multiple sources in a logical and comprehensive, yet concise manner. • Combines information from various sources in a concise and consistent manner. • Makes sound use of graphics and tables to effectively present numerical data. • Actively nurtures both formal and informal contacts to facilitate the progress of work by proactively sharing information, best practices, and respective interests and areas of expertise. • Identifies current or past contacts that can provide work-related information or assistance. • Fosters two-way trust in dealing with contacts (e.g., maintains confidentiality regarding sensitive information).
Quality management	<ul style="list-style-type: none"> • Gains an understanding of quality management systems, so effective feedback on limitations can be provided. • Utilises quality management systems where provided by the PHN.

Core competency	Standard
	<ul style="list-style-type: none"> Provides feedback to line managers on utility of quality management systems.
Strategic thinking and innovation	<ul style="list-style-type: none"> Provides a rationale for decisions, relating them to the overall goals. Able to work on strategic activities within the team, either across the whole or within particular areas. Actively contributes to strategic discussions. Understands the Organisation's current and future role. Looks for opportunities for business improvement.
Governance and risk	<ul style="list-style-type: none"> Ensures governance arrangements are being met. Constructs formal reporting structures that are appropriate for successful partnerships. Refers to key healthcare benchmarks in making recommendations. Has a working understanding of the legal governance of engagement with public and service users. Identifies and manages risk. Remains familiar with and adheres to all policies and procedures, including Workplace Health and Safety. Contributes to a safe workplace.
Project and program management	<ul style="list-style-type: none"> Ensures a clear project scope. Develops effective project plans and cost schedules. Calculates, relates, and responds to variances in schedules and costs. Ensures effective project reporting. Effectively manages project change using appropriate change control techniques. Able to identify major and minor tasks for projects using a broad range of complex and technical tools. Manages relationships of internal and external resources and interfaces with other groups. Can identify and mitigate variations, changes, and conflicts. Solves complex problems in own area even when not always clearly defined. Resolves problems that may impact upon wider team/overall objectives. Able to apply a broad range of complex, technical, or professional risk tools in a wide variety of projects.



Core competency	Standard
Commissioning	<ul style="list-style-type: none">• Applies commissioning guidelines and frameworks.• Develops written, well-structured commissioning that clearly sets out business requirements.• Monitors commissioning processes to ensure they are open, transparent, and effective.• Understands and participates in the commissioning process and ensures actions are in line with the framework.

This position description contains a limited summary of the most frequently occurring tasks and responsibilities. In practice the employee can and will be entrusted with various other tasks and responsibilities that may also be of vital importance to the performance of his or her duties. The employee will properly execute these tasks and responsibilities and will not limit themselves to invoke the tasks and responsibilities exclusively summarised in this position description.

