

# Role description

## Mackay Hospital and Health Service



### Role details

<b>Job ad reference</b>	QLD/445030	<b>Closing date</b>	Sunday, 2 October 2022
<b>Role title</b>	Project Manager – Connected Communities Pathways (CCP) Project	<b>Classification</b>	AO7.1 – AO7.4
<b>Employment status</b>	Temporary Full Time (76 hours p.f.) From date of appointment to 25 June 2023	<b>Salary</b>	\$122,108 to \$131,044 p.a. \$4,680.40 to \$5,022.90 p.f.
<b>Unit / Team / Department</b>	Aboriginal and Torres Strait Islander Health Unit	<b>Contact Name</b>	Lauriann Trevy – Director of Operations, Aboriginal and Torres Strait Islander Health Unit
<b>Division</b>	Aboriginal and Torres Strait Islander Health	<b>Contact Number</b>	07 4885 6025
<b>Facility</b>	Mackay Base Hospital		
<b>Location</b>	Mackay		

### Your employer – Mackay Hospital and Health Service

The Mackay Hospital and Health Service (MHHS) provides a working environment which embraces professional development, builds capabilities, provides roles with variety and flexibility, supports staff to maximise their health and wellbeing and encourages work/life balance.

### Our values

To support that the MHHS is regarded as an employer of choice, staff have been consulted and selected four values they strive to demonstrate in their daily activities:



*Through partnerships and co-operation, we drive innovation*



*Having confidence and belief in each other to be able to rely and depend on our actions*



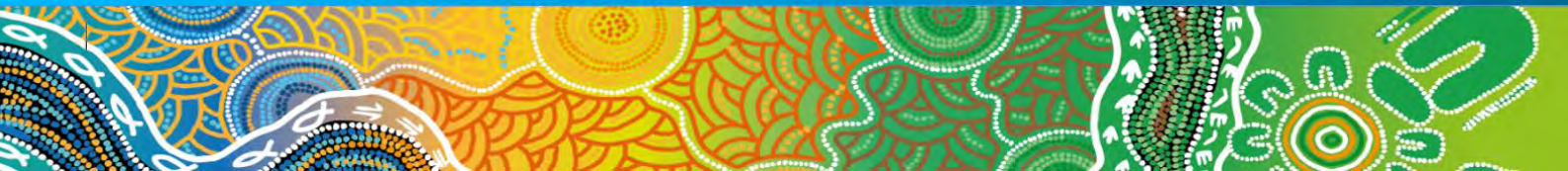
*We show respect and compassion for the people we care for and work with*



*We depend on and support one another individually and as a team*

*There is an expectation of each employee, by their colleagues, manager and the Executive, to exhibit values-based behaviours in the completion of all their tasks.*





## About the Mackay Hospital and Health Service

The MHHS is a contemporary organisation providing extensive health services in a range of regional, community and rural settings, to a population of around 182,000 people. Our region covers Sarina in the south, Clermont in the west, and Bowen and the Whitsunday Islands in the northeast, which is an area of approximately 90,000km<sup>2</sup>.

The MHHS has six hospitals, two multi-purpose health services and four community health centres that employs more than 3,300 staff. The Mackay Base Hospital is the referral hospital for our region and is one of the most modern healthcare facilities in Queensland. It is a state-of-the-art facility equipped with leading edge technology to assist us in providing the highest level of care to our patients and their families.

Our staff are passionate about community engagement and delivering outstanding healthcare services to the communities throughout our diverse region. Our Vision is to deliver Queensland's Best Rural and Regional Health Care, and our Purpose is to deliver outstanding health care services to our communities through our people and partners.

The MHHS respectfully acknowledges the Traditional Custodians of the land and sea on which we serve our communities, and pay our respect to Elders past, present and emerging. We also declare our commitment to reducing inequalities in health outcomes for Aboriginal and Torres Strait Islander peoples as we move to a place of equity, justice and partnership together. We strongly encourage Aboriginal and Torres Strait Islander peoples to apply for all advertised positions.

The MHHS values its people, respecting and embracing diversity and a balance between work and life commitments. People of all ages, abilities, gender and ethnicity are encouraged to apply for positions.

Working for the MHHS offers all the benefits of coast and country living and the convenience of a growing regional city where you can pursue a wide range of interests and lifestyles in a secure, family friendly and culturally diverse environment. We throw in eclectic cafes, restaurants and bars, quirky festivals and an arty and interesting community to make this a great place for those looking to escape the craziness of the city and try life at a different pace.

Visit: <http://www.mackay.health.qld.gov.au/>.

## About the Unit / Team / Department

The Aboriginal and Torres Strait Islander Health Unit is an essential element of the MHHS support services and ensures the development and delivery of culturally appropriate services and models of health care to Aboriginal and Torres Strait Islander people and families.

## Your opportunity

To lead and support the development of a Connected Communities Pathways (CCP) project, nurse led multidisciplinary team secondary/ tertiary prevention model of care for chronic conditions.

This model will be a MHHS wide model of service with a strong focus on improving First Nation people health outcomes and working collaboratively with a wide range of stakeholders, including Aboriginal and Torres Strait Islander Health Organisations and initiating the workforce to commence the model of care.



## Your role

### Generic responsibilities:

- Fulfil the responsibilities of this role in accordance with the Queensland Public Service and the MHHS Values as outlined above and <http://www.mackay.health.qld.gov.au/about-us/living-our-values/>.
- Understand your broad responsibility for safety and quality in healthcare, actively participate in continuous quality and safety improvement activities within the workplace and notify a relevant clinical or non-clinical responsible officer when concerns exist about workplace or patient safety.
- The provision of a Healthy and Safe environment within MHHS is everyone's responsibility.
- Carry out work in accordance with prescribed practices and procedures and in a manner that will not create health and safety hazards for yourself or others in the workplace. Understand your accountability to uphold the principles and practices of the Health Service's Health and Safety Management System in accordance with legislation and industry standards. For supervisors, actively promote good health and safety practices to staff of your work area.
- Employees who are appointed to the MHHS are accountable for information security, management and appropriate use, in accordance with legislation, standards, policies and procedures.

### Role-specific responsibilities:

- Understand and actively contribute to the broad responsibility for safety and quality in healthcare including introducing evidence-based practice into the workplace, participate and facilitate continuous quality and safety improvement activities, escalate concerns about workplace or patient safety issues.
- Lead the operations to stand up a new model of care for the management and prevention of chronic conditions, focusing on Type 2 Diabetes and aligning with the MHHS Health Equity Strategy and the Queensland Aboriginal Islander Health Council First Nations Health Equity Framework.
- Engage actively with the relevant MHHS Streams, Divisions, Facilities and key partners organisations, including Aboriginal and Community Controlled Health Organisations and North Queensland Primary Health Network to coordinate and drive the quality and service improvement agenda and facilitate the development of a model of service document.
- Report on problems and present solutions that focus on delivering efficiencies in operational and financial performance through co-designing of core processes and appropriate management methodologies.
- Lead project governance and planning and report against goals, priorities and initiatives of to agreed model of care, Memorandums of Understanding and service deliverables.
- Act as a role model, demonstrating expertise in the development of patient/consumer focused projects to deliver relevant, efficient, and effective service improvements for Aboriginal and Torres Strait Islander people.
- Work collaboratively with the Clinical Governance and Mackay Institute of Research and Innovation Services teams to ensure best outcomes and alignment to the strategic planning and other frameworks used across the health service.
- Act in accordance and ensure compliance with workplace health and safety, equal opportunity employment and anti-discrimination requirements.

## Mandatory qualifications / Professional registration / Other requirements

- We strongly encourage Aboriginal and Torres Strait Islander peoples to apply for all advertised positions. The Mackay Hospital and Health Service values its people, respecting and embracing diversity and a balance between work and life commitments. People of all ages, abilities, gender and ethnicity are encouraged to apply for positions.
- **Supporting Documentation:** For the purposes of Criminal History checking, applicants must provide copies of any identification documents that are requested by the hiring manager during the recruitment process. In addition, applicants must provide copies of any qualification, registration and/or licence documents that are requested by the hiring manager. All requested documents must be certified by a Justice of the Peace or a Commissioner for Declarations.
- **Licence to Operate Vehicle:** The incumbent may be required to operate a class C motor vehicle, therefore possession of the appropriate licence endorsement to operate this type of vehicle is required.
- **Travel:** The incumbent may be required to travel throughout the MHHS district.
- **Vaccination Requirements (Vaccine Preventable Diseases):** It is a mandatory condition of employment for this role for the incumbent to be, and remain, vaccinated against Measles, Mumps, Rubella, Varicella (chicken pox), Pertussis (whooping cough) and Hepatitis B. This is a requirement of the National Health and Medical Research Council Australian Immunisation Handbook and the Queensland Health Infection Control Guidelines. Employees that were engaged with the MHHS prior to 1 July 2016, with no break in service, are not subject to this condition of employment unless they apply for a role with VPD requirements that is with a different Queensland Health entity (i.e. one HHS to another HHS). Evidence of vaccination will be required prior to commencement.
- **Vaccination Requirements (COVID-19):** It is a mandatory condition of employment for this role for the incumbent to be vaccinated against COVID-19. Evidence of vaccination will be required prior to commencement.

## How you will be assessed

You will be assessed on your ability to demonstrate the following key capabilities, knowledge, and experience. Within the context of the responsibilities described above, the ideal applicant will be someone who can demonstrate the following:

- Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander health policy, and the ability to communicate effectively with first nations people.
- Demonstrated knowledge and understanding of the health system, the levers of change, as well as the interpersonal and negotiation skills to effectively partner with a range of internal and external stakeholders across multiple directorates and communities to achieve organisational goals.
- Proven project management experience, preferably large-scale projects in the health care industry.
- Proven analytical, conceptual and problem-solving skills and a proven ability to work in a team environment, developing effective working relationships with team members.
- Demonstrated experience in service development and implementation of strategic and operational policy and procedures, plans, projects and initiatives.
- Superior ability to engage and consult with stakeholders, building strong and lasting relationships through highly developed interpersonal skills, written, verbal and change management.

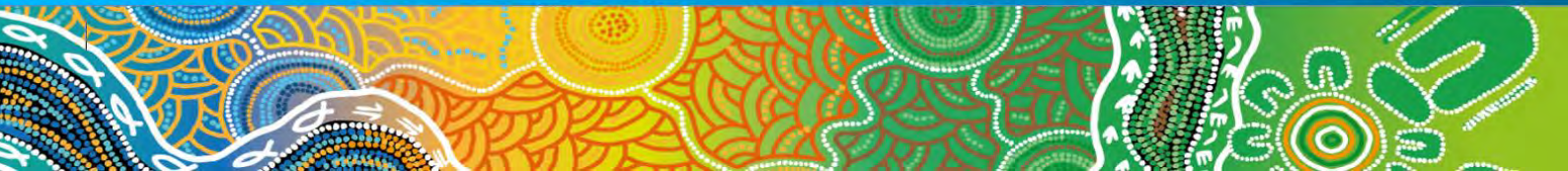
## Your application

Please provide the following information to the Selection Panel to assess your suitability:

- **A short response/cover letter:** Document should be a maximum of 2 pages and outlines how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes in the 'How you will be assessed' section above.
- **Your current CV or resume:** Document that includes names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current or past supervisor.

## Additional information

- **Currency of Applications:** Applications remain current for 12 months (permanent roles) and for the duration of the vacancy (temporary roles).
- **Recruitment Agency Submissions:** Only applications from candidates will be accepted; applications that may result in an agency fee will not be considered.
- **Future Vacancies:** Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- **Pre-Employment Screening:** Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.
- **Probation:** Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- **Child Abuse/Neglect:** All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- **Disclosure of Employment as a Lobbyist:** Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment:  
<https://www.forgov.qld.gov.au/documents/policy/lobbyist-disclosure>
- **Disclosure of Pre-Existing Illness:** Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the *Workers' Compensation and Rehabilitation Act 2003*:  
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-027>
- **Smoke-free Healthcare:** In accordance with Government requirements and Queensland Health's commitment to a healthier workplace the Queensland Health Smoking Management Policy supports a smoke-free environment. Smoking is prohibited at all Queensland public hospitals and health facilities and for five (5) metres beyond their boundaries. Queensland Health employees may obtain assistance to quit smoking through staff program Quit Smoking for Life Program.
- **Quantitative Fit Testing of P2/N95 Masks:** As part of the ongoing response to COVID-19, the MHHS has implemented a respiratory protection program with procedures and processes for conducting fit testing of P2/N95 masks for relevant healthcare workers.



- COVID-19 Mandatory Vaccination Requirements:** As part of the ongoing response to COVID-19, all Queensland Health employees must be vaccinated against COVID-19. For more information on your vaccination requirements please refer to:

[https://www.health.qld.gov.au/data/assets/pdf\\_file/0022/1108453/hed-1221.pdf](https://www.health.qld.gov.au/data/assets/pdf_file/0022/1108453/hed-1221.pdf)

[https://www.health.qld.gov.au/data/assets/pdf\\_file/0024/1108446/qh-pol-486.pdf](https://www.health.qld.gov.au/data/assets/pdf_file/0024/1108446/qh-pol-486.pdf)

## Organisational chart

