

Practice Support and Development Manager

- **Mascot location / Working from Home Available**
- **Close to train station!**
- **Salary packaging available**
- **Full time position.**

About us

Central and Eastern Sydney PHN is a Not-For-Profit Primary Health Care Organisation covering Sydney Local Health and South Eastern Sydney Local Health District regions.

Our aim is to increase the efficiency and effectiveness of primary health care services for patients particularly those at risk of poor health outcomes; and improve coordination of care.

PHNs are new and exciting additions to the primary health care landscape. You can find out more about this PHN at www.cesphn.org.au.

About the Role:

As the Practice Support and Development Manager you are responsible for the leadership and supervision of the Practice Support and Development team. This role will provide guidance to the team to ensure all practice support and development activities are aligned with the organisation's vision, goals, values and strategic direction.

In addition, this role has a strong focus on cross functional collaboration around general practice and allied health support, digital health, quality improvement activities and person-centred approaches. This role will lead the development of innovative activities to achieve outcomes in a resource constrained environment.

The Practice Support and Development Manager will ensure the provision of expert advice and guidance to all levels of CESPHN staff and Executives. Working closely to the General Manager Primary Care Improvement, this role will provide effective leadership to promote a culture of accountability, best practice and innovation, working closely with internal organisational streams to enhance the capability and performance efficiency, efficacy and success of CESPHN.

Your responsibilities will be:

- Support the General Manager, Primary Care Improvement in the application of change management, strategic planning, development of innovative approaches, risk management, policy review and providing expert advice as required in a collegiate manner.
- Participate in strategic planning and respond to changing situations, making prompt decisions to ensure the ongoing efficient and effective output of relevant key deliverables.
- Support the development of relationships and partnerships with relevant stakeholders across the CESPHN region, including peak health and community organisations, regional GP networks, allied health and community networks, government and private health sectors.
- Participate in internal and external meetings and sector events, delivering formal and informal presentations, documenting outcomes and actioning key deliverables as required.
- Monitor and report performance of the Practice Support and Development Team and this will include preparation of board reports, activity work plans presentations and compliance with reporting requirements to internal and external stakeholders.

- Oversee the development of resources and systems to support effective and efficient program delivery and provision of services to our local primary care service providers.
- Coordinate the development and implementation of educational activities to primary care staff and those within general practice which are targeted, appropriate and sustainable in addressing identified priority concerns.
- Oversee daily operations and monitor staff performance against key deliverables, adherence to activity workplans, program execution within allocated budgets and alignment with the company's values.
- Effectively lead and mentor direct reports, fostering acknowledge-sharing culture and promoting the development of collaborative and high performing teams.
- Identify and provide opportunities for individual and team learning and development requirements, supporting and developing emerging leaders.
- Maintain knowledge and understanding of sector changes and emerging trends, ensuring adherence to evidence based best practice and legislative and regulatory requirements.
- Seek opportunities to work collaboratively with staff on continuous system improvements, participating in planning and quality assurance activities.
- Support operational staff and the management team in ensuring adherence to organisational policies and procedures
- Perform other duties commensurate with skills and experience as directed by the General Manager, Primary Care Improvement.

Please address the selection criteria in your cover letter or your application will not be considered.

You must address the criteria in your cover letter and send your cover letter and resume to: recruitment@cesphn.com.au

Closing date: 10 December 2020

If you have any questions about the role contact **Brendan Goodger 1300 986 991**

CESPHN is an equal employment opportunity employer committed to equity, diversity and social inclusion. Applications are encouraged from Aboriginal and Torres Strait Islander people.

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INFORMATION
AND TO DOWNLOAD THE
POSITION DESCRIPTION**