

Population Health and Chronic Disease Program Officer

- Mascot location
- 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:

The Population Health and Chronic Disease Program Officer is responsible for development, establishment and monitoring key program priorities to ensure optimum performance against agreed outcomes and key performance indicators. This will require a sound knowledge of how programs are commissioned and implemented based on Central and Eastern Sydney PHN's (CESPHN's) needs analysis and the priorities established by the Commonwealth Government.

The maintenance of professional working relationships with a diverse range of stakeholders including consumers, general practice, allied health, private service providers and the Local Health Districts will be a key requirement of the position to ensure high quality project outcomes. The Program Officer will also be required to support health system integration and stakeholder engagement, person centred approach and quality improvement in general practice.

The Program Officer will be required to work across a number of different programs within Population Health and Chronic Disease. They will also be expected to work collaboratively with different CESPHN teams within CESPHN to leverage and apply our collective expertise to achieve service and organisational outcomes.

Your key external stakeholders are:

- Sydney Local Health District
- South Eastern Sydney Local Health District
- St Vincent's Health Network
- Primary healthcare practitioners and practice staff
- Local private and not-for-profit providers
- Public health researchers

Your responsibilities will be:

- Undertake the development of new programs that may involve development of program specifications and procurement documentation from tender to contract.
- Liaise with health professionals, the community, service providers and other relevant stakeholders to provide input into program planning, development, implementation and monitoring.
- In conjunction with the Population Health and Chronic Disease Manager, CESPHN Executive, Program Advisory Committee and other stakeholders, develop program plan and timelines in priority areas.
- Monitor and report on program activities, budget and outcomes, and implement evaluation plans for the program activities as directed.
- Support the collection and maintenance of high-quality data in compliance with policies and procedures, including the protection of confidential information and the implementation of data quality improvement plans.
- Participate in the development of a safe and healthy workplace and comply with WHS legislation and

- instructions given in adhering to safe work procedures.
- Provide input and assist in the planning and development of new policies, procedures, activities and services in the key project areas for both external stakeholders and internal staff.
- Develop and promote referral pathways to meet the needs of our local communities, particularly in relation to chronic disease management and prevention.
- Support general practices to engage in person centred care, quality improvement activities and apply a systematic approach to the provision of patient care.
- Undertake administrative tasks such as production and distribution of correspondence, reports and/or presentations relating to the program area/s.
- Seek opportunities to work collectively with internal staff to improve program and evidence-based practice outcomes.
- Participate in team meetings, collaborative planning activities and quality assurance activities.
- Perform other duties commensurate with skills and experience as required.

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

Selection Criteria - Essential

- Tertiary qualifications in a health related field and/or relevant experience;
- Demonstrated experience in stakeholder engagement and consultation, ideally in the primary health sector;
- Experience in developing, implementing and evaluating community based health promotion programs in cross cultural settings;
- Strong organisational skills and the ability to set priorities, work effectively and achieve outcomes in complex and challenging environments;
- Demonstrated high level written and verbal communication skills, and ability to maintain diplomacy in internal and external correspondence;
- Comprehensive knowledge of Microsoft Office based computing applications, e.g. Excel, Word, Database, SharePoint etc; and
- Access to a motor vehicle and possession of a current NSW drivers' licence.

Selection Criteria - Desirable

- An understanding of the primary health care environment and experience in communicating with health care professionals and consumers within CESPHN boundaries.
- Ability and willingness to facilitate educational workshops and develop quality education resources.

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

Closing date: 18 March 2020

If you have any questions about the role contact Kim Sherman 02 9304 8754

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

**CLICK FOR FURTHER
INFORMATION AND
TO APPLY**