

## Drug Health 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](http://www.cesphn.org.au).

### About the Role

The Drug Health Program Officer contributes to the planning and commissioning of drug and alcohol treatment services within the Central and Eastern Sydney PHN (CESPHN) region, supporting client management across the continuum of care.

Reporting to the Drug Health Manager, the Drug Health Program Officer will provide support to the AOD team in the delivery of the Alcohol and Other Drugs (AOD) activity work plan and across the commissioning cycle to ensure effective regional planning, coordination and integration to improve efficiency across the drug health sector.

### Your key external stakeholders are:

- Local health districts
- Local hospital networks
- Sector peak bodies
- Consumer peak bodies
- Commissioned service providers
- Research and evaluation organisations
- Service participants and carers
- Community members

### Your responsibilities will be:

- Communicate with a range of stakeholders including Local Health Districts, nongovernment organisations, community organisations and the public;
- Follow CESPHN Commissioning Framework and support the Drug Health Manager through the commissioning cycle to ensure effective completion of regional needs assessments, evidence-based activity plans and monitoring and evaluation activities;
- Collaborate with the contract team to draft and deliver service agreements, contracts and memorandum of understandings, utilising CESPHN's Contract Management System as a tool to support best practice governance, monitoring and evaluation;
- Support governance of CESPHN commissioned services through monitoring and evaluation of commissioned activities, including analysis of regular reporting and available data;
- Implement planned and approved activities undertaken within the disciplines of project management principles and ensure they are delivered on time and within budget;
- Compile and disseminate information for external communication on behalf of the team as required – emails, newsletters, articles, presentations and reports;
- Communicate with General Practitioners and other health professionals across the AOD workforce to identify learning and development needs and priorities.
- Coordinate events and training including speakers, promotion, enquiries, evaluation and logistics in collaboration with the CESPHN CPD team and training providers.
- Assist with meeting and event scheduling, logistics and relevant secretariat;

- Participate in internal and external meetings and sector events as required;
- Seek opportunities to work collectively with internal staff to improve project and practice outcomes;
- Provide input into the planning and development of relevant policies, procedures, strategic and operational directions of the Clinical Services stream; and
- Perform other duties commensurate with skills and experience as directed.

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

### Selection Criteria - Essential

- Relevant tertiary qualifications in a health or related field;
- Sound organisational skills with proven ability to set priorities and work autonomously as well as effectively as a high performing team member;
- Experience in project management, achieving deliverables in an effective and timely manner within budget guidelines;
- Proven high level written, verbal and electronic communication skills, and ability to successfully manage communications to internal and external stakeholders;
- Demonstrated ability to communicate effectively and maintain relationships with a range of stakeholders including Local Health Districts, nongovernment organisations, community organisations and the public; and
- Intermediate to advanced knowledge of office based computing applications e.g. Excel, Word, Database, Power Point, Client Information Management Systems, SharePoint, Outlook etc.

### Selection Criteria - Desirable

- Relevant experience of working in fields such as mental health, drug health, suicide prevention, child and youth mental health, strategy and planning and / or Aboriginal Health;
- Experience in commissioning high quality, locally relevant and effective health services informed by needs assessment and market analysis;
- An understanding of contract management methods, principles and contemporary practices;
- An understanding of the primary health care environment and experience in communicating with health care professionals and consumers.;
- Experience in events/customer service
- Access to a motor vehicle and possession of a current NSW drivers' licence.

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

**Closing date: 6 November 2020**

If you have any questions about the role contact **Chris Keyes 02 9304 8662**.

*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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AND TO DOWNLOAD THE  
POSITION DESCRIPTION**