

## Position Description

Position Title	Project Officer LMLHSN Clinical Services Plan
Position Number	30011659
Division	Office of the CEO
Department	Loddon Mallee Local Health Services Network
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 6
Classification Code	Dependent upon qualifications and as per relevant EBA
Reports to	Executive Director, Loddon Mallee Local Health Service Network & CEO Sponsor of a Nominated Health Service
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>National Police Record Check</li> <li>Drivers Licence</li> <li>Immunisation Requirements</li> </ul>

### The Loddon Mallee Local Health Service Network

Hospitals and health services across the Loddon Mallee (which includes Bendigo Health) have agreed to strengthen and formalise their existing collaboration as a partnership of their Chief Executive Officers (CEOs).

They acknowledge that the increasing compliance burdens and shared issues of attracting their future workforce, combined with the rising costs of delivering services are better addressed together.

The region has a commitment to furthering the quality and safety of health care provision. As such the driving force for the creation of the Loddon Mallee Health Network (LMHN) was to ensure a great person-centered care experience across the entire region, a first of its kind in the state of Victoria. From 1 July 2020, the LMHN has transitioned to the Loddon Mallee Local Health Service Network (LMLHSN), aligning its naming convention to state-wide LHSNs and developing a suite of initiatives under the Statement of Expectations.

The LM LHSN is governed by a CEO Committee of public health services from the Loddon Mallee region. The LM LHSN respects the sovereignty of local governance of each hospital and health service Boards Chairs. The strategic focus of the LM LHSN Regional Plan was developed in conjunction with Board Chairperson input and endorsement. Individual Health Service Boards have openly acknowledged that operating strategically and collaboratively across the region strengthens the future offering and viability of health care services to our communities.

**LM LHSN Vision:** Shaping the future of health service delivery to give our communities a great experience throughout the Loddon Mallee region.

**LM LHSN Values:** Respect, Integrity and Collaboration

**LM LHSN Priorities:**

- Regionwide Service & Workforce Sharing;
- Central Systems and Shared Services;
- Regional Solutions with Local thinking;
- Safety and Quality; and
- Cultural Safe Care for Aboriginal people.

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

## The Position

The Project Officer Clinical Services Plan is responsible to the Executive Director LM LHSN for the development and delivery of a LMLHSN Clinical Services Plan. The Project Officer is responsible for developing the clinical service plan in accordance with the Department of Health LMLHSN Project Brief and in collaboration with relevant internal and external stakeholders. The Project Officer will ensure that the LMLHSN Clinical Services Plan:

Complies LMLHSN and Department of Health requirements;

- Is developed in collaboration with a range of LMLHSN stakeholders (including consumers) as required;
- Is informed by the full range of LMLHSN data including relevant best practice and benchmarks;
- Utilises the Department's planning guide and templates;
- Is written at an Executive / Board level of quality.
- Is delivered within expected timeframe.

## Policy context

The Project Officer Clinical Services Plan will work with a nominated Project Control Group (PCG), with representation from Regional, Sub Regional, Small Rural Health Services, the Department of Health and other stakeholders as required. The remit of this role will be to work productively with the PCG providing

secretariat support, project leadership, and stakeholder engagement. The role will be required to understand the application of the new Role Delineation Framework and the common initiative Step Closer Care.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

- Effectively lead and manage the planning and development process and ensure compliance with planning and reporting timelines and requirements.
- Liaise with internal and external LHSN stakeholders including consumers, key Department of Health staff and external healthcare providers to ensure the clinical services plan development is a collaborative process which meets relevant legislative and other compliance requirements.
- Coordinate and facilitate discussion, including workshops as relevant, with stakeholder groups to ensure appropriate input and insights are considered as part of the planning process.
- Identify, assess, manage and escalate project risks.
- Routinely report progress of the project against the agreed project plan to relevant groups and individuals.
- Support the establishment and ongoing operations of relevant governance functions within the LHSN to oversee the planning, development and implementation of the clinical services plan.
- Guide the analysis of large data sets from a variety of sources to identify key historic and future trends in service delivery and demand to inform service planning (e.g. Demographics; Activity from inpatient, emergency, elective surgery, outpatient, mental health, aged care, community settings etc).
- Identify changing trends in best practice and models of care that might inform clinical services planning
- Develop a framework for evaluating the benefits and risks associated with delivery of the LHSN clinical Services Plan (i.e. recommendations).

## **Key Selection Criteria**

### **Essential**

1. Tertiary qualification/s, in a relevant field.
2. Previous experience in a health-related management or project management role, including knowledge, understanding and experience working in the health care system.
3. Demonstrated advanced skills in the use of computers, report writing and use of virtual meeting platforms, such as Zoom or Teams.
4. Proven interpersonal, written and verbal communication skills, including high level collaboration and negotiation with other senior managers and staff at all levels within, and external to the organisation.
5. Demonstrated planning, organising and problem-solving skills involving the ability to adapt previous experience to new situations.
6. Flexible, adaptable and resilient; able to work remotely with diverse stakeholders across the Region.
7. Demonstrated ability to work both independently and as part of a multi-disciplinary team (clinical and non-clinical).

## Desirable

8. Knowledge of and experience in whole-of-system care delivery including public health services, community and primary health services.
9. Ability to support other project leads working on supplementary or complementary work/s
10. Excellent communication, facilitation and interpersonal skills both written and verbal

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All LMLHSN sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*