

Position Description

Position Title	Loddon Mallee Region Palliative Care Consortium Manager
Position Number	30101986
Division	Clinical Operations
Department	Loddon Mallee Region Palliative Care Consortium
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025 Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026 Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Administrative Grade 6 or Nursing/Allied Health Equivalent
Classification Code	HS6 or equivalent.
Reports to	Manager – Specialist Palliative Care Service
Management Level	Tier 3 - Business Manager
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers Licence • Immunisation Requirements

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 Consortium Manager is responsible for managing the implementation of and Strengthening Palliative Care Policy (SPCP) in the Loddon Mallee region, in collaboration with the LMRPCC Chair and members. Bendigo Health is currently the fund holder for this position.

The role also supports regional service capability through professional development of specialist skills and knowledge. Working with the Regional Specialist Palliative Care consultancies and the funded specialist Palliative care services in the Loddon Mallee Region, playing a pivotal role in developing our future clinical leaders in Palliative Care.

Responsibilities and Accountabilities

The Consortium Manager is responsible for coordinating and managing clinical, technical and administrative processes associated with LMRPCC, including monitoring and reporting on the project budget, delivering the project in accordance with the agreed budget. Working with the members of the Loddon Mallee Health Network to develop palliative care services and its associated functions and requires engagement with the Murray Primary Health Network, LMRHA and the wider Loddon Mallee region to develop, support and promote palliative care.

Regional travel may be a requirement of this position.

Key Responsibilities

- Manage the day-to-day operations of the consortium.
- Work with the members of the Loddon Mallee Health Network to develop palliative care services and its associated functions.
- Promote awareness of the consortium and key projects to stakeholders.
- Facilitate collaborative decision making in the consortium within agreed consortium processes.
- Engage and include the Murray Primary Health Network, LMRHA and the wider Loddon Mallee region to develop, support and promote palliative care.
- Coordinate and manage clinical, technical and administrative processes associated with LMRPCC.
- Monitor and report on the project budget, delivering the project in accordance with the agreed budget.
- Provide and/or co-ordinate professional support, education and training to Specialist Palliative Care Staff.
- Monitor and advise on standards of clinical practice within Specialist Palliative Care Services and develop strategies to meet identified needs.
- Key liaison for co-ordination of regional education and clinical supervision programs.
- Assist clinical staff in meeting specialist training and professional development goals.
- Work with the members of the Loddon Mallee Health Network to develop palliative care services and its associated functions.
- Undertake other duties as negotiated as relevant to the service.
- Regional travel may be a requirement of this position.

Required Capabilities for Allied Health

Further to the key responsibilities outlined in this position description, Allied Health staff are required to demonstrate the capabilities outlined in the Bendigo Health Allied Health Grade Level Capabilities.

Key Selection Criteria

Essential

1. Tertiary qualification in a health science, health planning and/or health service management or equivalent.
2. Demonstrated program management experience (including planning, data analysis / research, implementation and evaluation, finance / budget experience).
3. High level experience & skills in Specialist Palliative Care (within a range of service models – such as Community & Inpatient).
4. A sound understanding of Palliative Care standards of practice along with ability to monitor these standards and develop appropriate professional development programs as required.
5. Demonstrated program management experience (including planning, data analysis / research, implementation and evaluation, finance / budget experience).
6. Demonstrated ability to effectively plan & implement professional development programs and schedules.
7. Information technology skills and a familiarity with a range of computer software programs relevant to the role.
8. Demonstrated understanding and experience in the health care system, health services and the relationship with the Department of Health.

Desirable

9. Experience working with diverse communities including Aboriginal People would be considered highly advantageous.
10. Post Graduate qualifications (or in progress) in Specialist Palliative Care.

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 Bendigo Health 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.