

CAPITAL HEALTH NETWORK

POSITION DESCRIPTION

| | |
|--|---|
| Position title | Senior Manager Commissioning |
| Business unit | Health System Improvement |
| Classification | EA 2024-2027: Level 7 |
| Accountability | General Manager Health System Improvement |
| <p>About Capital Health Network</p> <p>Capital Health Network's purpose is to work in partnership to integrate health care, strengthen health equity and improve health outcomes. We address community needs by collaborating with consumers, members, funders, researchers and health and community partners to improve health outcomes. We are unique in our ability to support general practice and design services that fill gaps and deliver lasting improvements.</p> <p>Capital Health Network values and Competency Framework</p> <p>Respect: We engage respectfully, listen and respond</p> <p>Inclusion: We embrace diversity of thought and bring together a range of voices to inform our work</p> <p>Collaboration: We build and invest in strong and enduring relationships, focused on shared goals.</p> <p>Accountability: we act with integrity, are transparent, encourage feedback, and report back to our community</p> <p>Adaptability: We are adaptive and flexible in the way we respond to community health needs. We empower our staff, service providers and partners to innovate and adapt to deliver outcomes.</p> <p>All employees are required to meet CHN's seven competencies at a level appropriate to their role. To articulate organisational expectations in relation to the values and the competencies expected of all employees a Competency Framework has been developed. The framework identifies and describes seven basic competencies that all employees need to have to function effectively in their role at CHN.</p> | |
| Responsibilities | |
| Primary purpose of position | <p>The Senior Manager Commissioning is a senior leadership function at CHN, focussed on improving performance and achieving better outcomes across the health system through commissioning.</p> <p>This position is focused on overseeing the commissioning process within CHN to deliver high-quality commissioned health services throughout all areas of the commissioning framework.</p> <p>The position includes supporting various business units within CHN, across the organisation from the health needs assessment process to the establishment of new services, contract development activities, ongoing management, monitoring and evaluation against KPIs. It requires the management of high-level relationships across both internal and external stakeholders, as well as government and health sector partners.</p> <p>The position requires a good understanding of the health sector and key components of the commissioning cycle and demonstrate a strong understanding of the components of contract management and high-level stakeholder engagement skills. They will provide leadership, strategic support and management to direct reports and other business areas within CHN.</p> |
| Duties | <ol style="list-style-type: none"> 1. Lead and manage end to end commissioning at CHN, including; <ol style="list-style-type: none"> a. Incorporation of CHN's Health Needs Assessment of the ACT community b. Collaboration with program teams on each of the phases of the commissioning cycle c. Relationship management and contract performance management |

| | <ul style="list-style-type: none"> d. Contract management activities across CHN, including compliance and reporting e. Supporting, maintaining and contributing to data collection, analysis and reporting activities. <ol style="list-style-type: none"> 2. Lead the Services Relationship (SR) Team, which includes: <ul style="list-style-type: none"> a. People leadership and management activities b. Fostering a positive and engaging team culture aligning to CHN values c. Accountability for team deliverables and performance d. Delivery of business and strategic plan objectives; e. Learning, development and capability building of the team f. Responsibility for team level budgets and planning. 3. Establish and/or operationalise processes that ensure the delivery of high-quality commissioned services including co-design, quality improvement, monitoring and reporting. 4. Collaborate with CHN business units, such as planning and procurement teams, to facilitate best-practice processes for commissioning. 5. Build and maintain positive relationships with external stakeholders across Government, primary health care and the community sector. 6. Lead and contribute to cross-team projects and initiatives to address CHN's key priorities. 7. Develop, shape and implement strategic, operational and functional strategies to accomplish and support CHN's goals and objectives. 8. Contribute to organisational thought leadership that leads to innovative health system improvement, project/program co-design and value-based health care trials. 9. Responsible for CHN Quality Management System applicable within the operational area. 10. Act as the designated Data Steward for relevant data sets to the project/program area as part of the Data Governance framework. 11. Operate under broad direction, working with a high level of autonomy 12. Other duties as directed, which are inline with the classification for this position. |
|----------------------|---|
| Competencies | |
| Role Competencies | Qualifications: <ol style="list-style-type: none"> 1. Minimum completion of Advanced Diploma qualifications or higher, with at least 8 years work-related experience in commissioning or in an area of commissioning and extensive relevant leadership and management experience; or an equivalent combination of relevant experience, education and training in the work area subject and demonstrated extensive leadership and management experience. |
| | Technical/specialist skills: <ol style="list-style-type: none"> 1. Proven health or community sector subject matter experience. 2. Proven project management and contract management and/or procurement or commissioning skills. 3. Proven advocacy, influencing and stakeholder engagement skills that drive industry change. 4. Highly effective written and interpersonal communication skills with an ability to simplify complex pieces of communication. 5. Proven highly developed project design and performance management capability that ensures the efficient delivery of programs, outcomes and services in full, on time and to budget. |
| | Experience and knowledge: |

| | |
|-------------------------|--|
| | <ol style="list-style-type: none"> 1. 8+ years' experience in managing health projects, contracts, programs and management of staff. 2. Demonstrated ability to interpret and apply critical thinking, own knowledge and experience to a range of complex situations and issues, showing strong analysis and problem solving skills. 3. Demonstrated ability to drive system change and improvement through innovation. 4. Proven understanding of commissioning concepts and an ability to drive best-practice commissioning. 5. Proven ability to deliver effective strengths-based leadership and staff management that builds a collaborative culture. 6. Ability to develop, shape and implement strategic, operational and functional strategies to accomplish and support company goals and objectives. |
| CHN Competencies | <i>Strategic thinking:</i> We use our foresight and environmental awareness to add value. |
| | <i>Resourcefulness:</i> We generate evidence-based solutions. |
| | <i>Relationship Management:</i> We invest in strengthening internal and external relationships. |
| | <i>Data Literacy:</i> We navigate data systems and protect data assets. |
| | <i>Cultural competence:</i> We understand, appreciate and cooperate with all cultures and beliefs. |
| | <i>Embracing ambiguity:</i> We rise to the challenge of uncertainty and the unknown. |
| | <i>Leading:</i> We each play a leadership role. |