**POSITION DESCRIPTION**

**Population Health Manager**

<table>
<thead>
<tr>
<th>Date:</th>
<th>October 2012</th>
<th>Incumbent:</th>
<th>Vacant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written by:</td>
<td>CEO</td>
<td>Reports to:</td>
<td>COO</td>
</tr>
<tr>
<td>Employed through:</td>
<td>ESML</td>
<td>Hours:</td>
<td>38</td>
</tr>
<tr>
<td>Classification Definition:</td>
<td>Health Professionals and Support Services Award 2010 Support Services - Level 6</td>
<td>Remuneration Package:</td>
<td>Base rate +9% superannuation Salary packaging up to $16,050 per annum.</td>
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**JOB PURPOSE**

To identify population health needs and facilitate best practice service delivery to achieve healthy lifestyle and better health outcomes for the population.

**STATEMENT OF DUTIES**

**General**

1. Population Health Planning
   1.1. Identify population health needs, map services and identify gaps in healthcare services.
   1.2. Engage relevant stakeholders (internal and external) to develop and implement Medicare Local health planning and service delivery requirements.
   1.3. Contribute to service delivery planning and design to ensure that the services are available and accessible to the population who are most in need.
   1.4. Liaise with, and consult, relevant personnel to ensure that all service delivery strategies are considered within a best practice framework.
   1.5. Coordinate and prepare exception, accountability, annual, project and other reports as required.
   1.6. Prepare proposals and contribute to applications and publications in relation to current and emerging public health service needs and topics for the Medicare Local.
   1.7. Represent public health interests on professional bodies and committees in negotiation with the Chief Operations Officer.

2. Capacity Building
   2.1. Establish and maintain strategic and program alliances with other agencies whose activities impact on public health.
   2.2. Facilitate and or contribute to models and plans to optimise capacity to meet the healthcare needs of the region.
   2.3. Represent and advocate on public health issues of the Medicare Local in appropriate forums and settings.
   2.4. Assist in the preparation of submissions and development and implementation of formal agreements for the provision of public health services and programs with external agencies and organisations.

3. Epidemiology
   3.1. Collate and analyse population data from various databases including state and national to support local planning.
   3.2. Utilise routinely and purpose-specific collected data to describe and summarise the health status of the population of the Medicare Local and to identify priorities for public health action.
   3.2. Coordinate epidemiological and applied research into public health service planning and programs.
   3.3. Ensure the accuracy, timelines and ascertainment (sampling bias) of data collections and reporting.
4. Research, Development and Evaluation

4.1. Maintain up to date knowledge of research methods relevant to specific public health issues.
4.2. Use routine and purpose-specific collected data to plan and evaluate public health services and programs.
4.3. Ensure adherence to legislation, regulations and policies concerned with health services and client data collection, consent and privacy provisions.

5. Management

5.1. Be part of the Senior Management Team and provide robust input into their meetings.

6. Any Other Duties

6.1. Other tasks and duties as assigned by the Chief Operations Officer.

REPORTING RELATIONSHIPS

Supervisor’s Title: Chief Operations Officer
Position Title: Population Health Manager
Subordinates: NIL

CONSTRAINTS/AUTHORITY LEVELS

- All purchases must be approved by the Chief Operations Officer
- Official correspondence must be approved and the signed copy kept on file
- Appointee authorised to determine the need to make business related STD, mobile and tele/video conference calls.

COMPETENCIES to be read in conjunction with the classification definitions for Support Services Employees in the Health Professionals and Support Services Award 2010 – Level 6

SELECTION CRITERIA

ESSENTIAL
1. Post graduate qualifications in public health, health promotion, or other relevant field.
2. Demonstrated policy and planning formulation and implementation skills.
3. Demonstrable commitment to the goals of the Medicare Local evidenced by enthusiasm/passion for the development of integrated, quality community based primary health services throughout the Region.
4. Advanced conceptual and analytical skills including the ability to use and interpret epidemiological data and produce high quality reports.
6. Developed interpersonal skills and the ability to work in a multidisciplinary team.
7. Advanced knowledge of research and statistical methods including extensive experience in the use of computer packages to analyse data.
8. Demonstrated high-level written and oral presentation skills.

DESIRABLE
1. Experience working for a Not for Profit organisation.
2. Experience as a line manager and mentor of staff.