

Manager

Position Description

Position number	720910, 720873, 720874
Division	Hospitals and Health Services
Branch / Unit / Team	Workforce Strategy and Planning Branch
Classification	VPS-6
Employment type	Ongoing Full-time
FTE	1.0 FTE
Salary Range:	\$130,673 – \$174,869 plus superannuation
Position reports to	Various
Position contact	Natalie Mouat – Natalie.Mouat@health.vic.gov.au
Work location	Hybrid - Melbourne CBD / working from home
Closing date	09 July 2024

Department of Health

At the Victorian Department of Health, we want a future where Victorians are the healthiest people in the world. A Victoria where our children and people thrive, where our workplaces are productive and safe, and where our communities are more connected.

We see it as our job to support Victorians to stay healthy and safe, and to deliver a world-class healthcare system that ensures every single Victorian can access safe, quality care that leads to better health outcomes for all.

For further information please visit <https://www.health.vic.gov.au/about>.

Values and behaviours

Department of Health employees are required to demonstrate commitment to:

The public sector values and behaviours – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights.

Recordkeeping – The department is committed to good record keeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.

Diversity – The department promotes diversity and equal opportunity in employment. If you are from a diverse background, are an Aboriginal or Torres Strait Islander applicant, or if you have a disability/condition, and require advice and support with the recruitment process, please contact our Inclusion Unit at inclusion@health.vic.gov.au.

For further information, please visit <https://www.health.vic.gov.au/about/our-values>.

Role Purpose

There are currently multiple Manager positions available within the branch and an assessment will be undertaken at the time of interview as to where the successful applicants would be best placed, based on experience, applicant interest areas and organisational requirements. Successful applicants may be based in the following units:

- Allied Health Workforce
- Medical Workforce
- Mental Health Workforce Development
- Mental Health Workforce Reform Design
- Health Workforce Strategy
- Workforce Analysis, Planning and System Support
- Priority Projects

Demonstrating relevant experience and expertise in either health systems, government processes, stakeholder consultation, policy design, or program implementation, this role will provide the opportunity to engage with a wide range of stakeholders to inform, plan and/or implement a range of health workforce initiatives/programs that aim to strengthen the Victorian public health system. You will provide leadership to team members and work with other partners to identify and define problems, consult stakeholders, and develop options and creative, implementable reform solutions.

To be successful in this role, you will be a high performing team member with experience in people management, comfortable working in complex policy spaces, with exceptional skills in policy development; written and verbal communication; analytical thinking and problem-solving; stakeholder engagement; project management; and product development. You will be a collegiate and collaborative manager, who is focussed on developing the skills of your team and creating a safe environment for people to thrive. You will lead and create a positive team culture to build and sustain positive stakeholder relationships.

How to apply

All applications should include:

- a resume; and
- a cover letter addressing the Key Selection Criteria (maximum of two pages)

Key Selection Criteria

Accountabilities

Key role accountabilities	
Leadership and People Management	Effectively supervise and provide leadership to a team of employees by: <ul style="list-style-type: none">• leading and supporting individuals to achieve their potential and contributing to organisational goals and outcomes.• modelling behaviours integral to good people management and departmental values.• where relevant, managing and monitoring specific improvement objectives in annual improvement plans relating to the area of responsibility.• Extensive experience coaching, developing and managing a team

	<ul style="list-style-type: none"> • Extensive experience in change management and providing positive and constructive leadership during and following change management periods <p>Proven ability to operate in accordance with delegated authority, consistent with departmental and government policies.</p>
Project Management	Where responsible for overseeing, monitoring or delivering projects, ensure they are delivered in accordance with relevant legislation and government regulations and guidelines.
Analysis and Judgment	Identify emerging issues, risk and trends impacting on the successful achievement of key business objectives and imperatives and provide high quality business intelligence and sound recommendations based on comprehensive research and investigations.
Strategic Thinking	Formulate compliance and evaluation strategies to address specific issues related to the effective provision and implementation of required outcomes.
Stakeholder Management	Provide leadership, guidance and authoritative advice to internal and external stakeholders and prepare and present detailed, comprehensive reports, ministerial briefs, cabinet and agency submissions on complex matters.
Communication	Highly developed interpersonal and negotiation skills, with an ability to establish and maintain effective working relationships, provide advice on processes and policies, and work effectively with a diverse range of internal and external stakeholders.
Time Management and Flexibility	Demonstrated willingness to be flexible and adaptable to changing priorities with the ability to meet deadlines while working in pressured situations.
Information Management	Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.
WHS Leadership	Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.
Organisational Awareness	Demonstrate how the actions and outcomes of this role and work unit impact clients and the department's ability to deliver, or facilitate the delivery of, effective support and services.

Required Capabilities

Knowledge and skills	Capability Description
Leadership	Builds a cohesive team with clarity around goals and accountabilities; obtains needed personnel, resources, and information for the team; supports individuals and the team, delegating responsibilities appropriately; brings together the best possible group to achieve objectives.
Policy skills	Formulates and communicates public policy options and recommendations; keeps up-to-date with a broad range of contemporary issues; scans for links and potential implications of proposed policy options; liaises with stakeholders. Understanding of legislative process and ability to interpret and apply legislation.
Project management	Consults, liaises with and influences key stakeholders; produces detailed project plans where objectives are clearly defined and actions for achieving them are clearly specified; monitors performance against objectives and manages project risks and issues; ensures project objectives are met.

Communication	Highly developed interpersonal and negotiation skills, with an ability to establish and maintain effective working relationships, provide advice on processes and policy and work effectively with a diverse range of internal and external stakeholders. The ability to express opinions, information and key points clearly and concisely via effective verbal and written communication.
Stakeholder management	Identifies and manages a range of complex and often competing needs; identifies issues in common for one or more stakeholders and uses them to build mutually beneficial partnerships; and finds innovative solutions to resolve stakeholder issues.
Problem solving	Seeks all relevant information for problem-solving; liaises with stakeholders; analyses issues from different perspectives and draws sound inferences from information available; identifies and proposes workable solutions to problems; implements solutions, evaluates effectiveness and adjusts actions as required.
Systems thinking	Diagnoses trends, obstacles, and opportunities in the internal and external environment; understand the linkages between natural systems and communities to inform policy; conceptualises and defines the systems working within the organisation.

Personal qualities	Capability Description
Decisiveness	Takes rational and sound decisions based on a consideration of the facts and alternatives; makes tough decisions, sometimes with incomplete information; evaluates rational and emotional elements of situations; makes quick decisions where required; commits to a definite course of action.
Developing others	Actively seeks to improve others' skills and talents by providing constructive feedback, coaching, and training opportunities; empowers others by investing them with the authority and latitude to accomplish tasks; appropriately delegates responsibilities to further the development of others.
Integrity	Committed to the public interest; operates in a manner that is consistent with the organisation's code of conduct; inspires trust by treating all individuals fairly.
Initiative and accountability	Proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions. Demonstrated willingness to be flexible and adaptable to changing priorities with the ability to meet deadlines while working in pressured situations.
Conceptual and analytical ability	Deals with concepts, ambiguity and complexity comfortably; uses analytical and conceptual skills to reason through problems, has creative ideas and can project how these can link to innovations.
Creativity and innovation	Generates new ideas; draws on a range of information sources to identify new ways of doing things; actively influences events and promotes ideas; translates creative ideas into workplace improvements; reflects on experience and is open to new ways to improve practice.
Teamwork	Cooperates and works well with others in the pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others' feelings and ideas; accommodates and works well with the different working styles of others; encourages resolution of conflict within group.

Qualifications/Specialist Expertise

Qualification	A tertiary qualification in fields related to health, public policy, business and/or management, or health administration would be desirable.
Specialist expertise	Significant knowledge and experience in government, health sector and/or health service delivery would be desirable, with skills and experience in project management and implementation.

Other relevant information

Mobility

The Department highlights that the work required of a modern career public service is not static but always changing, due to factors such as new government priorities, population growth, the pace and scale of technological advancement, changing community service delivery expectations and the need to respond to evolving complex public policy problems or crises.

In accordance with the *Public Administration Act 2004 (Vic)* and the *Victorian Public Service Agreement 2020* (and any relevant successor agreement), employees may be deployed to priority projects or programs based on their core skills and capabilities.

Commencement salary

The Department of Health's Commencement Salary Policy stipulates that salary upon commencement is paid at the base of the salary range for the relevant grade. Any above base requests require sign off by an executive delegate and will be by exception only or where required to match the current salary of a Victorian Public Service employee transferring at-level.

Emergency management

The Department is a key emergency management partner and contributes significantly to Victoria's emergency management arrangements. As part of a whole of government agreement, employees may be required to undertake training in emergency management and support functions during an emergency and may be redeployed to facilitate this need.

To receive this document in another format, [email HR Advisory Services](mailto:HRAdvisoryServices@health.vic.gov.au) <HRAdvisoryServices@health.vic.gov.au>.

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In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people. 'Indigenous' or 'Koori/Koorie' is retained when part of the title of a report, program or quotation.