

Digital Health Test Beds; Project Officer and Business Analyst

Sydney North Primary Health Network (SNPHN), is one of **31 Primary Health Networks (PHNs)** established by the Australian Government to increase the efficiency and effectiveness of medical services for the community. Our focus is on patients who are at risk of poor health outcomes and we work to improve the coordination of their care so they receive the *right care*, in the *right place* at the *right time*. Better health outcomes for patients is achieved by working together with a network of health professionals including general practitioners, practice nurses, allied health providers, the Northern Sydney Local Health District and other health services. **This partnership approach and community focus is reflected in our vision:**

Achieving together – *better health, better care.*

Reporting to the Digital Health Manager, the "Digital Health Test Beds; Project Officer and Business Analyst" is responsible for the investigation, development, execution and evaluation of two detailed projects within the Digital Health Team. The purpose of this position is to assist with the development of project plans and manage the ongoing analysis and implementation of two test bed projects funded by the Australian Digital Health Agency for 3 years. This will include the business review of current and future business processes, project monitoring, assisting with change management and development of staff training materials. The position will successfully deliver the outcomes of the Digital Health Test Beds according to the specified timelines, with the aim of supporting better integration and co-ordination of care in line with SNPHN's Digital Health Strategy.

The two test beds are:

Closing Aged Care Integration Gaps with My Health Record:

This project will accelerate an already progressing effort in the Sydney North region to use Secure Messaging and My Health Record to connect Residential Aged Care Facilities (RACFs) with General Practice, Pharmacy and Acute Care Hospital Avoidance (HAPOP) providers, and to shift the focus to the My Health Record as the primary conduit for exchanging health information.

and

Using My Health Record to drive Connectivity in the Private System:

The project will accelerate efforts in the Sydney North region to enhance shared care models by driving an increase in the digital maturity and connectivity of Private Specialists and Private Hospitals through engagement with My Health Record.

Key project deliverables are:

- Establish effective relationships with key stakeholders
- Establish project governance

- Create risk management plan
- Create communication and engagement plan
- Development of training materials and change management strategies
- Identification of program deliverables
- Prepare and provide accurate reporting
- Successful management of key milestones
- Project analysis, monitoring, review and evaluation
- Business process review and analysis of current work flows
- Develop new workflows as required
- Participate and facilitate meetings with stakeholders
- Review and provide input into policies and procedures
- Prepare content for communication, marketing and other organisational change management materials
- Identify barriers and risks to program project implementation and contribute to the development of enablers to facilitate successful implementation
- Provide timely advice and support to the Manager, Digital Health, on the delivery of the projects ensuring they meet agreed timeframes, objectives and budgets.
- Other tasks in line with the position as directed by the Manager, Digital Health and Co-Ordinator Digital Health

The ideal candidate has:

Essential

- Formal qualifications and/or 2 to 3 years' experience in business analyst role in a health-related field
- Project Management certification/or strong knowledge of Project Management, with proven experience in managing or supporting health related projects
- Understand Principles of Quality and Risk Management within project management
- Knowledge and understanding of the Australian Primary Health care system
- Demonstrated high level of communication skills, both written and oral
- Basic research and analytical skills
- Advanced level Word and Excel skills
- Demonstrated ability to develop and maintain effective partnerships with relevant internal and external stakeholders
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- Demonstrated qualities and capacity to apply judgement, flexibility, responsiveness and initiative to deliver key project outcomes to stakeholders
- Experience in facilitating and conducting meetings and/or forums
- Effective planning, organisational and problem-solving skills
- An understanding of behaviour change/change management principles and or demonstrated ability to influence change.

- Demonstrated ability to work autonomously, set project goals, prioritise tasks and troubleshoot, in order to achieve key objectives within designated
- timeframes
- Commitment, adaptability and ability to persevere in challenging environments.

Desirable

- Demonstrated understanding of national digital health strategies and the ability to apply these at the local level
- Formal qualifications in health informatics, business administration, eHealth or digital health technology or project management
- Knowledge and understanding of health service delivery and Australian Health Care Reform
- Experience working for a Not for Profit or government funded organisation
- Demonstrated knowledge and skills in the area of information and communication technology within the primary health sector including secure messaging,
- clinical information systems, data extraction and analysis tools and the national My Health Record
- Understanding of relevant Australian State and Federal Government Digital Health agencies including the Australian Digital Health Agency, Healthcare Identifier Service, Department of Human Services, and eHealth NSW

Certifications Required:

- Evidence of formal qualifications and/or professional memberships, as applicable to the role
- Current NSW drivers licence and access to a comprehensively insured motor vehicle – if a requirement of the role.

Remuneration:

A base salary commensurate with skills and experience

As a not-for-profit organisation, we also offer attractive salary packaging options

Special conditions:

This is a full time role for the period up to June 30, 2019 due to funding arrangements. We will be relocating to Chatswood in October 2018.

You will require some flexibility in your work schedule to meet business needs which may require some out of hours work - evenings and weekends, for example, attendance at forums or meetings. Some intrastate and/or interstate travel may be required.

Successful candidates will be required to consent to a National Criminal Record, Reference and potentially Working with Children Checks if a requirement of the role.



SYDNEY NORTH
Primary Health Network

If this role is for you..... **Apply today!**