Position Description

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<tr>
<th>Position</th>
<th>Senior Evaluation Officer</th>
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<tr>
<td>Location</td>
<td>Heatherton</td>
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<td>Directorate</td>
<td>Business Intelligence</td>
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<td>Reports to</td>
<td>Executive General Manager, Business Intelligence</td>
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<td>Employment Status</td>
<td>Full time, 12 months maximum term role</td>
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**About South Eastern Melbourne PHN (SEMPHN)**

We are one of six Primary Health Networks (PHNs) in Victoria, and 31 PHNs across Australia.

There are around 1.5million residents in our catchment, which stretches from St Kilda to Sorrento, and as far east as Bunyip, including the major population hubs of Clayton, Dandenong, Moorabbin, Caulfield, Cranbourne, Frankston and Pakenham.

Reporting to an independent Board, we are a ‘for-benefit’ social enterprise working on behalf of the Federal Government to improve local health care. We want everyone in our community to be able to access the right care, in the right place, at the right time.

We are working to achieve this goal by improving access to existing services, commissioning new services to improve health outcomes and encouraging GPs and others to innovate and further improve local health care.

The Federal Government has identified seven priority areas for improvement and innovation for primary health:

- Mental health
- Alcohol and Other Drugs
- Aboriginal and Torres Strait Islander Health
- Aged care
- Population health
- Health workforce development
- Digital health.

We are well on track for our deadlines of commissioning services and you might be interested to know that SEMPHN has been identified as one of the 10 PHN lead sites to champion mental health reforms and trial innovative service models.

SEMPHN is also recognised as a Gold accredited Mental Health First Aid Australia Skilled Workplace.
Our Values

SEMPHNs values are at the heart of our work and shape what we do and how we do it.

Our values are Collaboration; Community; Accountability; Respect; Excellence; and Solution focused.

All SEMPHN employees are required to understand these organisational values, integrate the values into their work and demonstrate behaviours which reflect these values.

About the Business Intelligence Directorate

SEMPHN’s success will be determined by the positive changes it has on improving the health outcomes of the local community, in particular ensuring that primary health care service capacity is targeted at discrete communities in need. Curating our collections of data – local, regional, national – so that they are fit for PHN use will be a critical activity of this Directorate. Building the evidence and acting as a data conduit through the organisation will be key to the organisation’s future as a productive commissioner of services.

Job Summary

In this full time role the Senior Evaluation Officer will work closely with the Evaluation Lead and Service Development Managers to plan, develop, and undertake evaluations of primary health care activities across the SEMPHN. Evaluations will be designed to monitor progress, measure outcomes, assess benefits of projects, and identify areas for improvement.

By reviewing the data collected and sharing this with key internal and external stakeholders, we will better understand our progress in improving health outcomes. This will help build transparent relationships and allow SEMPHN and key stakeholders see collective progress as projects progress.

Key Responsibilities

Evaluation

- Support the Evaluation lead to develop and review SEMPHN evaluation processes and tools to support SEMPHN staff and providers to undertake evaluations of commissioned activities.
- Assist the Evaluation Lead in developing relevant and robust evaluation plans and minimum data sets for commissioned activities.
- Review evaluation plans submitted by prospective providers.
- Review and analyse data collected and measure outcomes.
- Assist in the development of documentation which supports the evaluation process.
- Support the design and implementation surveys for general practices and primary health care providers.
- Identify existing data and data collection opportunities to measure performance against SEMPHN outcomes frameworks.
- Assist in the development of SEMPHN Needs Assessments.

Stakeholder Engagement

- Contribute to establishing strong and effective partnerships with general practices, primary health care providers and other key stakeholders.
- Engage with commissioned entities to support their evaluation activities and ensure appropriate data collection and reporting practices are undertaken.
Team Membership
• Work closely with the Service Development Managers, Evaluation Lead and other SEMPHN staff
• Promote, and maintain a positive and collaborative work environment.
• Identify opportunities to integrate and work collaboratively across other programs.
• Maintain effective relationships with internal and external stakeholders.

Quality
• Actively participate in, and contribute to a continuous culture of workplace quality improvement activities.
• Comply with all relevant legislation, regulations and professional standards.

Workplace Health and Safety
• Take reasonable care for own health and safety.
• Take reasonable care for the health and safety of others including the implementation of risk control measures within their control to prevent injuries or illnesses.
• Comply with all reasonable instruction of their manager/ supervisor to safeguard their health and safety.
• Cooperate with any reasonable SEMPHN’s policies and/or procedures including the reporting of OH&S hazards or incidents.

Key Relationships
Internal
• Executive General Manager, Business Intelligence
• Evaluation Lead
• Business Intelligence Data analysts
• Executive General Manager Service Innovation
• Service Development Officers
• Provider Support Managers
• Senior Contract Manager

External
• Various reporting agencies.
• GP’s and Primary health service providers.
• Commissioned entities
Key Selection Criteria

Qualifications

- Tertiary qualifications in a relevant field or health related discipline and/or equivalent experience.

Skills, Knowledge and Experience

- Experienced in the design and conduct of program evaluations, preferably in the Primary Health Sector.
- Demonstrated understanding of, and experience in, monitoring, evaluation and research methods.
- Demonstrated ability to interrogate data and interpret information rapidly and accurately and to present information to a range of audiences using a range of mediums.
- Well developed verbal and written communications, interpersonal and negotiation skills with the ability to build and maintain positive relationships with stakeholders.
- Strong data analysis skills.
- Intermediate to advanced Microsoft office skills

Other

- A demonstrable commitment to SEMPHN organisational values.
- A National Police Check and Working with Children Check will be required in accordance with government funding requirements.
- All SEMPHN staff must take reasonable care for their own health and safety and others.
- All employees of SEMPHN must be permanent residents of Australia or hold a valid employment visa.
- A current Victorian Driver’s License is required.
- All employees must abide by SEMPHN policies and procedures as varied from time to time.
- SEMPHN is committed to equal opportunity employment.