## Position Description

<table>
<thead>
<tr>
<th>Position</th>
<th>HeadtoHelp Full-stack developer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directorate</td>
<td>Business Intelligence</td>
</tr>
<tr>
<td>Reports to</td>
<td>Digital Health Manager</td>
</tr>
<tr>
<td>Employment Status</td>
<td>Full-time, 6 months maximum term role</td>
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### About South Eastern Melbourne PHN (SEMPHN)

SEMPHN is a leader, facilitator and influencer towards the shared goal of better primary health care.

We are one of six Primary Health Networks (PHNs) in Victoria, and 31 PHNs across Australia, with around 1.5million residents in our catchment.

Reporting to an independent Board, we are funded primarily by the Australian Government to help people in south east Melbourne get the health care they need, when and where they need it.

We do this by:

- commissioning out-of-hospital services, locally.
- partnering to make quality care more accessible and integrated, and easier to navigate – especially for people who need it most.
- helping primary health care professionals to deliver the best care possible – now, and into the future.
- influencing Government policy on primary health care reform.

Evidence-based practice is the foundation of our work, and we are constantly asking, ‘together, how can we do this even better?’

The Australian Government has seven priority areas for improvement and innovation for primary health: Mental health; Alcohol and Other Drugs (AOD); Aboriginal and Torres Strait Islander Health; Aged care; Population health; Health workforce development and Digital health.

In this context, we challenge the status quo and often design things differently, with a very clear goal to measurably improve health. This is the ultimate indicator of our success.

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.

In facing the many opportunities and challenges in our work, our people are exceptional at adapting to evolving needs.
About the Position

Engaged by SEMPHN but working in the Victorian PHN Head to Help team, the HeadtoHelp Full-stack Developer will work with the HeadtoHelp data team on enhancing and maintaining the HeadtoHelp Intake web application.

The position suits a highly motivated Python developer who is keen to develop their full-stack skills. Experience in the full stack is not required, but a desire to develop those skills is. Therefore, an interest in both database and UI/UX design is essential. Another essential ability is to be able to talk with different types of stakeholders (e.g. clinical staff, data analysts) and interpret their needs.

The technology stack comprises:

- AWS
  - RDS
  - Elastic Beanstalk
  - EC2
  - AWS command line and UI
- MySQL
- Flask
- RESTful web services
- Python
- SQL Alchemy
- JavaScript
- CSS
- HTML
- Bootstrap

Key Responsibilities

- Work with stakeholders on change requests, particularly the clinical teams using the system.
- Understand objectives and guide development of requirements.
- When applicable, create mockups/wireframes/diagrams to document changes and consult with stakeholders. Design and specifications are to be as usable as possible while also maintaining high levels of data security.
- Develop, define, document, and manage database requirements related for the HeadtoHelp application
- Collaborate with the HeadtoHelp data team on requirements for data analysis, including data modelling, query design, ETL.
- Maintain production and staging instances in AWS: deployment, updating, troubleshooting.
- Manage AWS IAM users, roles, and policies.
- Adhere to existing development processes and practices and contribute to improvements to them.
- Stringent monitoring of application security up and down the stack. Report potential weaknesses and identify areas for improvement.
- Develop Test Driven Development processes where possible.
Stakeholder Engagement and Relationship Management

- Build strong relationships and foster partnerships across all PHNs in Victoria to ensure data collection and analysis relating to the Head to Help program.
- Build strong relationships with internal and external providers where required
- Ensure engagement in the Head to Help program as a subject matter expert in data governance, collection, and analysis.

Team Membership

- 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 Selection Criteria

Qualifications

Significant (at least 3 years) experience Python programming in the workplace.

Skills, Knowledge and Experience

- Excellent organisational, time management, written and verbal skills.
- Technical expertise regarding data models, database design principles and techniques.
- Medium to high level knowledge and experience in SQL.
- Experience using web technologies desired (but not essential)
- Experience building effective relationships and working collaboratively with internal and external colleagues to deliver shared outcomes including training to improve data literacy and data governance.
- Demonstrated ability in working collaboratively in a complex environment and with a wide range of key stakeholders including senior staff.
- Critical/creative thinking to quickly solve problems and recommend improvement options.

Other

- A demonstrable commitment to SEMPHN organisational values.
- A National Police Check and Working with Children Check may be required in accordance with government funding requirements.
- All employees of SEMPHN may be required to work across any of the SEMPHN sites.
- 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.