

 POSITION DESCRIPTION	PD	277
	Version	5.0

Position Title	Commissioning Lead
Classification:	Support Services Level 8
Industrial Agreement or Award:	Health Professionals & Support Services Award
Reports to:	Senior Manager – Commissioning & Contracts
Date Reviewed:	April 2023

HNC VALUES:

Respect

Integrity

Collaboration

Innovation

Results Driven

Have Fun

At Healthy North Coast (HNC), we provide much more than just a workplace. It's a place where you can be inspired to achieve great things, a place where you can collaborate and work with other enthusiastic and committed people.

Our values are the basis of the way we work with each other, the working environment we create and the way we connect with our employees and the wider community.

POSITION OBJECTIVE:

The Commissioning Lead ensures consistent and high-quality management of Healthy North Coast Ltd (HNC) contracting activities. This involves managing the development and performance monitoring of commissioned services contracts. The Commissioning Lead has input into planning, design and procurement stages of the commissioning cycle, and ongoing quality improvement projects related to commissioning.

The role works in close collaboration and partnership with all HNC Directorates, and with external partners including service providers, subject matter experts, consultants, business advisors and at times, representatives from a range of communities across the North Coast during community engagement and co-design activities.

Author:	Director – People, Planning & Performance	Approved:	DocuSigned by: <i>Monika Wheeler</i>	Page 1 of 3
Date:	April 2023	Date:	01-May-2023 11:35 AM AEST	

 POSITION DESCRIPTION	PD	277
	Version	5.0

KEY RESPONSIBILITIES:

- Drafting contracts and associated documentation, ensuring consistency, compliance and quality
- Applying program evaluation and performance measurement methods to assess effectiveness of commissioned projects against defined standards of performance and financial management
- Contributing to the development of data collection mechanisms, and monitoring service provider performance against prescribed key performance indicators and other deliverables in partnership with Key Leads
- Document, system and workflow management for commissioning activities (including strict management of credentialing requirements)
- Providing advice and support to Key Leads and the Senior Manager Procurement in procurement development, tender evaluation and contract negotiations
- Leading and contributing to continuous quality improvement projects including: developing Executive Briefing Papers, scoping documents, and project plans.
- Building and maintaining effective relationships across HNC Directorates and with service providers and funding recipients, government and non-government organisations, Aboriginal health and community organisations, consultants, business advisors and a range of other stakeholders
- Reporting against the HNC Operational Plan, developing and managing provider performance reporting and commissioning dashboards, reporting and developing or contributing to other reports as required
- Providing comprehensive administrative and contract management support across the IT systems and platforms.
- Identifying and implementing efficiency in commissioning administrative systems

Please note some inter and intra state travel, and work outside standard office hours, may be a requirement of this role.

CAPABILITY FRAMEWORK

Healthy North Coast has an endorsed Capability Framework that supports each position across the organisation. The Classification of each position details role specific capabilities.

Author:	Director – People, Planning & Performance	Approved:		Page 2 of 3
Date:	April 2023	Date:		

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	Version	5.0

SELECTION CRITERIA

Applicants must address ALL the Selection Criteria in this section

Key selection	- Experience in contract management / project delivery - including scoping, planning, implementing, monitoring, reporting on, and evaluating projects/contracts - Recognises opportunities for reform and change – actively identifies, promotes and supports change management processes - A strong communicator with the ability to tailor spoken/written communication accurately and effectively - Experience in taking initiative for their own work while ensuring a high quality of work is produced and outcomes met in a timely fashion - Proficiency in interpreting service delivery financial reports is desirable - Knowledge of and commitment to Work Health and Safety, Equal Employment Opportunity, Cultural Safety, and Continuous Improvement principles - Ability to quickly acquire proficiency in the commissioning administrative system and identify and implement efficiency in those systems
Mandatory Qualification	Post-secondary qualification in contract management, procurement, business management or a related field desirable and/or equivalent 5+ years' experience in similar position

APPOINTMENT SUBJECT TO:

- Criminal record clearance
- Employee confirmation that they do not have a pre-existing injury or illness that would affect their ability to undertake the inherent requirements of this position
- Current Class C Driver's Licence may be a requirement of specific roles

PERFORMANCE OBJECTIVES:

To be established with the Executive within the 3-month probationary period.

ACKNOWLEDGEMENT:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name:	
Signature:	
Date:	

Author:	Director – People, Planning & Performance	Approved:		Page 3 of 3
Date:	April 2023	Date:		