

POSITION DESCRIPTION

POSITION:	Program Manager
AREA:	Strategy and Stakeholder Engagement
REPORTS TO:	Senior Manager, Healthcare Access
DIRECT REPORTS:	N/A
CLASSIFICATION:	Level 5

RURAL WORKFORCE AGENCY, VICTORIA LIMITED (RWAV)

RWAVs vision is for health equity for rural, regional and Aboriginal Victorians.

At RWAV we create sustainable health workforce models that support Victoria’s rural, regional and Aboriginal communities.

We draw on trusted relationships, smart data and best practice to establish models that are capable, connected and tailored to the communities they serve.

OUR MISSION

To apply contemporary workforce development strategies that advance rural, regional and Aboriginal Victorians’ access to high-quality health care.

OUR VALUES

It is integral for all of our employees to share in our values of **respect, accountability, collaboration, innovation** and **courage**.

YOUR ROLE

The primary function of the role of Program Manager is to work in partnership with the Victorian Department of Health (the department) to promote their Rural and Regional Incentive Scheme in collaboration with Victorian Mental Health Services and other stakeholders, aligning with the department’s mental health workforce attraction campaign.

You will be required to provide advice and expertise to the department, Area Mental Health Services, Community Managed Mental Health and AOD services in rural and regional Victoria regarding the recruitment and retention of mental health professionals.

The Program Manager will also be required to support established navigator roles that are based throughout regional and rural Victoria who will assist relocating workers and families by connecting and integrating them with their new communities.

manage grants and incentives associated with recruitment, including the development of policies and guidelines.

The role will lead collaborations across RWAV and with external stakeholders to increase the current pipeline of health professionals and build awareness of the RWAV's recruitment program.

KEY RESPONSIBILITIES

- Collaborating with the department to ensure the Rural and Regional Mental Health Workforce Incentive Scheme is delivered in line with expectations and guidelines.
- Utilising tested technology and administrative processes to streamline the efficient processing of grants and incentives with the department, Area Mental Health Services and mental health professionals.
- Promote the Rural and Regional Incentive grants to eligible mental health services to ensure they are aware of the grants and the eligibility criteria and support them to develop a plan to utilise the Rural and Regional Incentive grants.
- Establish an efficient process for mental health workers to receive grant payments including the evaluation and approval of Rural and Regional Incentive grant applications.
- Provide relevant post allocation support as required to services and grant recipients.
- Regularly report to the department on uptake of grants and any issues/risks for the grant program
- Lead processes to ensure that RWAV's strategies, measures and targets are developed to address identified needs and organisational priorities.
- Coordinate the delivery of external reports, and Activity Work Plans (excluding budget), operational planning, relevant internal reports to provide the RWAV Leadership with high quality information to inform decision making.

General

1. Other duties as directed by the RWAV Executive in accordance with the priorities of RWAV or the activity work plans for funded programs and consistent with the skills required for the role.

SELECTION CRITERIA

Essential

1. Possession of the relevant tertiary qualification and/or relevant experience.
2. Demonstrated experience working in a recruitment or business development role with exposure to the healthcare and/or related industries.
3. Demonstrated experience of program management with expertise in health care and working with health services and government departments.
4. Understanding of the mental health workforce and issues relating to service delivery in regional and rural Victoria
5. Demonstrated customer service and client relationship management experience.
6. Demonstrated experience in the preparation of proposals, briefing papers, reports and submissions to government departments and stakeholders.
7. Exceptional planning and organisational skills, with demonstrated ability to set priorities and meet deadlines
8. Ability to work independently, show initiative and work productively as part of a team.
9. Highly developed interpersonal and verbal communication skills.
10. High level computing skills including a sound knowledge and experience using a CRM and Microsoft office suite.
11. Willingness to contribute to a positive workplace culture.
12. Current driver's license and capacity to travel to rural and regional areas for business purposes where required.

Desirable

- Knowledge of existing networks and how primary health care programs operate across Victoria.

ADDITIONAL REQUIREMENTS

- Certification of tertiary qualifications and professional membership.
- National Police Check (to be completed prior to commencement in position).

REVIEWED:	May 2022
CONDUCTED BY:	Senior Manger Healthcare Access
APPROVED BY:	GM – Strategy & Stakeholder Engagement
NEXT REVIEW:	May 2023

As occupant of the position I have noted the role and primary responsibilities as detailed in this document.

Employees Signature: -----

Manager's Signature: -----

Date: -----