



Mackay Division of General Practice Ltd

43 Evans Avenue, Mackay Qld 4740

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ABN 21 062 930 385

POSITION DESCRIPTION

1.0 Position Overview

- 1.1 Position Title: Health Services Manager
- 1.2 Organisation: Mackay Division of General Practice Ltd
- 1.3 Appointment: 12 months contract at 38 hours per week (three month probationary period)
- 1.4 Reports to: CEO
- 1.5 Salary: \$60K+ pa. (\$30.35 p/h) - commensurate with experience **plus** FBT exempt salary packaging option available after probationary period (and statutory superannuation contribution).
- 1.6 Method of Work The responsibilities will be carried out in accordance with the Division's policies and procedures (as amended from time to time), as directions by the Division for the method of carrying out of work (but do not comprise terms of the employment contract).
- 1.7 Location: Mackay
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2.0 Position Objective

- 2.1 Assist the CEO to establish a health service delivery business in Mackay.
- 2.2 Responsible for managing an integrated allied health service delivery business that includes; fully supporting the delivery of quality clinical care by health practitioners; and, ensuring that employees, clinicians, and patients gain appropriate outcomes from their inter-actions with the business.

3.0 Key Responsibilities

- 3.1 Work with the CEO to establish and maintain the financial, human, and communications resources, required to operate a viable multidisciplinary allied health service in Mackay.
- 3.2 Work with the CEO and other senior managers to operate a fully integrated allied health service in Mackay that best meets the needs of GPs and their patients
- 3.3 Oversee the effective and efficient management of the health service delivery business including personnel management, continuous quality improvement cycle, financial management, and the communication and information technology systems.
- 3.4 Supervise the performance of the non-clinical staff team and ensure effective administrative support for the clinical health service delivery team.
- 3.4 Collaborate with the allied health professionals and provide on-going non-clinical supervision of clinical staff.
- 3.5 Ensure appropriate administration of the allied health services (including referrals, bookings, and establishing, up-dating and monitoring of agreements, sub-contractors and leases for the organisation).
- 3.6 Contribute to the organisation achieving its goals through collegiate supportive engagement within the organisation's senior management team.
- 3.7 Perform other relevant duties as directed.

4.0 Qualifications/Abilities/Skill/Experience

- 4.1 An appropriate tertiary qualification, or competencies that would have been gained through relevant experience in health services management
- 4.2 Demonstrated understanding of relevant business communications systems, budgeting, financial reporting, marketing, contractual negotiations and monitoring, and acquitting grants in a health service delivery business.
- 4.3 A demonstrated ability to lead a team that is providing quality health services utilising tertiary qualified professionals.
- 4.4 High level of knowledge and experience in managing a business unit which is relying on a diversity of income streams for its viability.

- 4.5 Demonstrated oral communication and interpersonal skills, to enable effective liaison, negotiation and interaction with staff, allied health professionals, general practitioners, their staff, and other health professionals. This includes demonstrated integrity, sound judgement and a respect for confidentiality
- 4.6 A current Queensland motor vehicle driver's licence.

5.0 Personal Qualities

- 5.1 A personalised and caring attitude.
- 5.2 A commitment to the values and aspirations of the organisation.
- 5.3 Some out-of-hours work will be required.
- 5.4 Possession of integrity, tact, and discretion, as well as being reliable in meeting deadlines and commitments.

6.0 Selection Criteria

Address all the points in section 4.0 Qualifications/Abilities/Skill/Experience.

7.0 Your Application

Your application should address all of the Selection Criteria and be forwarded to the Division office together with a current resume and the names and telephone numbers of two referees, at least one of whom must be a previous employer. (Referees will **not** be contacted until after a candidate has been interviewed).

Applications should be marked 'Confidential' and addressed to the Chief Executive Officer, Mackay Division of General Practice Ltd, 43 Evans Avenue, Mackay Qld 4740 or email admin@mackaydgp.com.au

Should you require further information please contact Christian Grieves on telephone 4953 4491.

Please note: Canvassing of the Company's GP Board Members will automatically disqualify any applicant.

Christian Grieves
Revised 2/9/08