

Role description

Role title:	Senior Pharmacist - Projects
Level of accountability:	Team Member
Mater Ministry/Division:	Clinical Support Services
Department:	Pharmacy
Manager role title:	Director Pharmacy Services
Date created/Reviewed:	22/11/2022

Role purpose

- The Senior Pharmacist - Projects is critical to overseeing and driving the successful implementation of assigned projects within Mater Pharmacy.
- The role will build strong working relationships with key stakeholders (internal and external to Mater Pharmacy) to achieve the overall benefits of the project/s assigned. The role will apply knowledge, skills, tools, and techniques to initiate, plan, execute, monitor, control, and close project activities. Delivers on-time, on-budget results, learning, and integration to meet organization and project needs.

Behavioural standards

This role requires the incumbent to adhere to the Mater behavioural standards including the Mater Mission, Values, Code of Conduct as well as any other relevant professional and behavioural standards, translating these into everyday behaviour and actions, and holding self and others to account for these standards.

Accountabilities

Mater requires every Mater Person to understand and deliver on a series of accountabilities that are linked to the Mater Group Strategy, described in the table overleaf. Each Mater Person is held accountable for his or own behaviour, performance and development, and for contribution to our five strategic priorities: Internal alignment, External partnerships, Consumer engagement, Growth and scale, and financial sustainability. In addition, Mater managers and leaders are accountable to different extents for clinical outcomes, service and operational outcomes, financial outcomes, compliance and risk, interprofessional leadership and management of performance and accountability.

This role of is responsible for fulfilling the following accountabilities:

In this role	
Role requirements	Is clear on the behaviour, tasks and accountabilities that are associated with the role, fulfils mandatory and professional competency requirements, contributes to own performance development planning, proactively seeks feedback, carries out individual development plan and actively contributes to own team/s
As a Mater person	
Internal alignment	Achieve greater alignment across our ministries to make the most of our combined talents and resources. <i>Ask: Who else could I involve across Mater to deliver an improved service and better outcome?</i>
External partnerships	Partner with others for the mutual benefit of improving the health of the community. <i>Ask: Are there potential partners outside of Mater that would help us to achieve greater things?</i>
Consumer engagement	Organise our services and people to ensure our Mater Moments are compelling and positive for our consumers, across all our services. <i>Ask: How can I create a defining Mater Moment that provides a positive experience for our consumers?</i>
Growth and scale	Increase our positive influence on health outcomes by growing our social and geographical reach to consumers. <i>Ask: Where can I see opportunities for Mater to grow and gain greater influence on health outcomes?</i>
Financial sustainability	Achieve a profit margin that enables us to invest in sustainable growth and community benefit. <i>Ask: How can I manage Mater resources to reduce cost or gain profit, so we can further invest in improving the health of the community?</i>

Role specific expectations

- Develops project plans for all aspects of assigned projects and manages all project activities, ensuring that the project delivers on time, budget and scope.
- Establishes and leads cross functional project teams and status meetings
- Obtains consensus and buy-in from key internal and external stakeholders for project timeline
- Maintains up-to-the-minute project action plans and tools and serves as a resource to stakeholders
- Develops and mentors project team members
- Provides timely, comprehensive project status tracking reports, including budgets and timelines
- Applies excellent written and verbal communication skills and ensures all stakeholders receive the required level of detail commensurate with their role
- Provides input on strategic goal, tactical planning, and high-level staffing plans
- Proactively identifies significant project risks, develops mitigation strategies, escalates to leadership, and implements approved mitigation steps
- Develops and maintains subject matter expertise to effectively plan and fully execute assigned projects
- Manages various system-wide projects, product conversions, trials, and introduction of new products and applications as they relate to pharmacy and as assigned
- Coordinates meetings, project teams, and work groups
- Recognises inefficiencies in service provision processes and continuously improves business processes
- Responds to and communicates project risks and barriers to ensure negative outcomes or impacts are mitigated

Qualifications

What qualifications does the incumbent need to do the job?

Essential requirements

- Hold a bachelor's degree in Pharmacy and be eligible for registration as a pharmacist (AHPRA) in Australia
- Have a minimum of five years post graduate experience as a clinical pharmacist
- Prior project management experience, preferably in healthcare

Desirable

- Project management qualification
- Excellent time-management, communication, interpersonal, and analytical skills

Capabilities

Mater's core capabilities	Elements	Required proficiency for role ⁱ				
		Foundation (Team Member)	Proficient (Team Leader)	Skilled (Manager)	Expert (Director)	Mastery (Executive)
Building high-performance interprofessional teams: Builds high performance interprofessional teams by developing talent and building trust	Vision and direction Implementation of strategy Interprofessional practice and education Team leadership Team development Identifying and nurturing talent Building trust	[[[[✓]	[[[[
Accountability: Role models respectful accountability, effectively holds self and others to account through constructive feedback and dialogue	Holding to account Feedback and dialogue Drive for results	[[[[✓]	[[[[
Learning Agility: Is comfortable with complexity and ambiguity, rapidly learns and applies new skills and is successful in first time challenging situations	Comfort with ambiguity Applies learning to achieve success in challenging first-time situations Critical thinking	[[[[✓]	[[[[
Enacting behavioural change: Skilled at enacting sustainable behavioural change in people (through workflows, habits and clinical practice) to achieve improvements	Influencing perception Generating emotional responses (tempered by rational responses) Shaping behavioural decision making Mobilising and sustaining behaviour change	[[[[✓]	[[[[

ⁱ Proficiency descriptors

- **Foundation:** demonstrates application of capabilities for performing core requirements of the role **and**
- **Proficient:** demonstrates application of capabilities to others in team **and**
- **Skilled:** developed capability in others in a proactive and structured manner **and**
- **Expert:** mobilises collective capability across teams **and**
- **Mastery:** is a role model within and outside the organisation and expertise as a leader in field is sought out