

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Director - Health Planning
Position Number:	513083
Classification:	Senior Executive Service (SES) Level 2
Award/Agreement:	Senior Executive Service
Group/Section:	Policy, Purchasing, Performance and Reform Health Planning
Position Type:	SES Contract
Location:	South
Reports to:	Deputy Secretary Policy, Purchasing, Performance and Reform
Effective Date:	May 2018
Desirable Requirements:	Appropriate professional and/or tertiary qualifications
Position Features:	Appointment to this role is through a fixed-term Instrument of Appointment Office based with some intra- and interstate travel

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Director - Health Planning provides:

- Strategic leadership and direction in the planning, design and purchasing of health services across the State.
- High-level advice to Government and the Departmental Executive Committee regarding service reform and the direction, development and enhancement of Tasmanian health services.

Duties:

I. Strategy and Development

- Provide high level advice through the Deputy Secretary to the Minister, Secretary and senior Agency managers and staff with respect to reform and relevant policy in relation to the planning, design and purchasing of health services in Tasmania.

- Direct and control the formulation of strategies, plans, policies, systems, professional networks, effective governance and processes for the delivery of integrated health services in accordance with relevant legislation, Government policy, contemporary practice and quality guidelines.
- Oversee the planning and development of strategies to ensure the long term sustainability of Tasmanian health services and the establishment of effective networks, partnerships and innovative approaches to service delivery.
- Provide leadership and establish goals and strategies for the implementation of key components of National Health Reform directions.
- Participate as a member of key corporate groups in formulating and determining state and national policy and program guidelines for Tasmanian health services.

2. **Business Unit Performance**

- Achieve high levels of productivity and effectiveness across all parts of the business unit and manage its human, physical, information and financial resources.
- Provide high level reports and be accountable for the overall performance of the Health Planning unit in supporting the Deputy Secretary while ensuring compliance with all regulatory and statutory obligations.

3. **High Performing, Motivated and Supported Workforce**

- Implement strategies to develop and maintain a high performing, motivated, supported and sustainable workforce, particularly instilling Agency values and behaviour and compliance with the Principles of the *State Service Act 2000*.

4. **Efficient and Effective Resource Management**

- Ensure the efficient and effective management of the financial, physical, human and information resources of the business unit within the context of the Agency's fiscal framework and other resource management policies and strategies.
- Develop risk management practices which help support safe and efficient business processes within the business unit.

5. **Collaboration and Integration**

- Establish and maintain strong communication links with community and professional groups, the University of Tasmania, national policy groups, key Agency stakeholders and other key organisation regarding community needs, service priorities and policy development.
- Develop and maintain collaborative linkages with other branches, groups, the Tasmanian Health Service and external organisations in order to ensure a collaborative, integrated approach to the development of reform programs and state-wide policy.
- Represent the Agency in high level, complex and often sensitive discussions and negotiations across all levels of government and with major interest groups in the non-government and private sectors.
- Represent the Agency on national and state fora, interdepartmental committees, appropriate professional and health care bodies and other key groups as required.

6. Innovation and Improvement

- In consultation with key internal and external stakeholders, facilitate extensive consultation, service reconfiguration and changes to workplace culture aimed at supporting and improving the provision of primary health, community health and rural health services and their links to acute health services across Tasmania.
- Identify, recommend and facilitate implementation of innovative solutions to service issues.

7. Other Duties

- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- The Director - Health Planning operates with a high degree of autonomy and is expected to exercise considerable initiative and professional judgement across the spectrum of responsibilities. The Deputy Secretary provides broad strategic direction.
- The Director - Health Planning is responsible for:
 - Providing strategic leadership and direction in the provision of advice and development of policy, particularly in relation to the effective and integrated provision of services across the State;
 - Managing the staff and function of the Health Planning unit in an effective and safe manner;
 - Identifying and implementing improvements to work processes and systems and maintaining the highest standards of quality, accuracy and timeliness of advice;
 - Championing organisational change, and improvements in line with best practice and Department priorities;
 - Delivering diverse and complex projects on time, within budget and to a defined quality;
 - Seeking innovative and creative solutions and facilitating their implementation where relevant and applicable;
 - Representing the Agency in complex and sensitive discussions and negotiations at a senior level with other government agencies, community sector, non-government organisations and the private sector;
 - Providing the Deputy Secretary and Secretary with relevant and timely advice on matters concerning national policy directions and the provision of health services in Tasmania;
 - Contributing to the overall policy development, strategic planning and effective management and direction of the Group and the Department; and
 - Leading by example to promote Agency Values and behaviours.

- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Selection Criteria:

1. Demonstrated high level management skills including a demonstrated ability to manage financial, human and physical resources, monitor effectiveness and efficiency and apply contemporary management techniques within a complex organisational environment while working constructively as a member of a management team.
2. Demonstrated high level strategic planning skills, conceptual, analytical and creative skills, including demonstrated ability to understand the political, social and organisational environment, identify relevant issues and make sound judgements about strategies, directions and priorities.
3. Demonstrated high level communication, negotiation and conflict resolution skills, including demonstrated ability to liaise and negotiate complex and sensitive issues effectively.
4. Proven leadership qualities including demonstrated high levels of adaptability and flexibility. High level change management skills, including capacity to impart vision, deal with pressure and ambiguity and respond innovatively to situations.
5. High level understanding of the complex environment of health services, particularly as it relates to the contemporary issues, both national and international, affecting the delivery of health services.
6. Demonstrated ability to build and maintain effective relationships with a diverse range of stakeholders.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).