



The position of GP Senior Medical Advisor is integral to the work of the Primary Health Branch. The position provides advice and leadership to the Branch about GP related issues, plays an active role in advocating for the work of the Branch with GP Divisions and General Practice more broadly. The position focuses on policy and strategic development and initiatives to support liaison with GPs within and outside of Community Health Services.

POSITION DETAILS

Title:	GP Advisor, Primary Health Branch
Classification:	SMA
Division/Branch:	Rural & Regional Health & Aged Care Services Division Primary Health Branch
Work Location:	Level 12, 50 Lonsdale Street, Melbourne
Position Number:	DHS/RUR34260260
Employment Type:	.4EFT Ongoing
Salary Range:	\$121,372 - \$166,897 pro rata
Further information:	Sylvia Barry
Phone:	(03) 9096 8296
Position reports to:	Julie Jenkin, Manager, Primary Healthcare Branch
Closing Date:	October 11, 2007

Organisational Environment

The Department

The Department of Human Services (DHS) is the largest Victorian government department, directly employing over 11,000 staff. It provides, funds and regulates a range of services to people throughout Victoria. The services provided directly include public rental housing, disability accommodation, child protection, juvenile justice and some mental health services. Three metropolitan and five rural regions deliver the direct services as well as funding and regulating services provided by agencies within the department's portfolio.

The Division

The Rural & Regional Health & Aged Care Services (RRHACS) Division is responsible for the full range of health and aged care services in rural and regional Victoria. Metropolitan Health & Aged Care Services Division is responsible for metropolitan Melbourne.

RRHACS Division has statewide policy and program responsibility for aged care, primary and community health, dental health, public health and drugs.

This link <http://www.dhs.vic.gov.au/rrhacs/branches.htm> provides information regarding our branches, programs and units.

Organisational Values

Professional Integrity



We treat all our people with dignity and respect.

Quality

We always strive to do our best and improve the way we do things.

Collaborative Relationships

We work together to achieve better results.

Responsibility

We commit to the actions we take to achieve the best possible outcomes for our clients.

Client Focus

We work towards improving the health and wellbeing of our clients and community.

Accountabilities:

In this position you will:

- Provide both high level strategic advice and practical advice to promote engagement of General Practice in the work of the Primary Health Branch
- Inform the development of DHS policy about the General Practice interface and actively shape the broad agenda of relevant DHS GP Policy committees
- Contribute to the development of collaborative arrangements between Divisions of General Practice, the General Practice sector and state funded services
- Pursue opportunities for obtaining advice from, and winning support of, General Practice in relation to relevant DHS program and service developments
- Enhance the understanding amongst General Practice of Primary Health Branch policy directions and their potential intersection with the GP sector
- Provide advice and leadership to General Practice staff in Community Health Services in terms of DHS policy and optimal business practices
- Represent DHS, and the Primary Health Branch in particular at a range of General Practice forums and meetings
- Cooperate with managers in consultative processes that improve health and safety by using the relevant tools and systems, such as procedures, guidelines and policies.
- Observe the safe working practices you have been trained in, and as far as you are able, protect your own and others' health and safety.

Key Selection Criteria

Personal Qualities:

Conceptual and Analytical Ability: deals with concepts and complexity comfortably; uses analytical and conceptual skills to reason through problems; has creative ideas and can project how these can link to innovations

Flexibility:

Adaptable; open to new ideas; accepts changed priorities without undue discomfort; recognises the merits of different options and acts accordingly



Initiative and Accountability:

Proactive and self starting; seizes opportunities and acts upon them; takes responsibility for own actions

Relationship Building:

Establishes and maintains relationships with people at all levels; promotes harmony and consensus through diplomatic handling of disagreements; forges useful partnerships with people across business areas, functions and organisations, minimises surprises

Knowledge and Skills:

Planning and Organising:

Sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required; identifies processes, tasks and resources required to achieve a goal; establishes systems and procedures to guide work and track progress; recognises actual and potential barriers and finds effective ways to deal with them

Influence and Negotiation:

Gains agreement to proposals and ideas; builds behind- the- scenes support for ideas to ensure buy-in and ownership; uses chains of indirect influence to achieve outcomes e.g. 'gets A to show B so B will tell C' ; involves experts or other third parties to strengthen a case

Strategic Planning:

Thinks at the big picture level; entertains wide- ranging possibilities in developing a vision for the future; works across a number of time frames; translates strategic direction into day- to- day activities

Policy Skills:

Formulates and communicates public policy options and recommendations; keeps up- to- date with a broad range of contemporary issues; scans for links and potential implications of proposed policy options.

Problem-solving:

Seeks all relevant information for problem- solving; liaises with stakeholders; analyses issues from different perspectives and draws sound inferences from information available; identifies and proposes workable solutions to problems; implements solutions, evaluates effectiveness and adjusts actions as required.

Specialist Expertise:

Strong track record in establishing partnerships with and influencing Divisions of General Practice and general practitioners themselves; currently working in General Practice.

Mandatory Qualifications/Accreditation:

Registration to practice as a general practitioner in Victoria

Other Relevant Information

▪ **How and Where to Apply**

Applicants are encouraged to visit www.dhs.vic.gov.au/careers/vacancies.htm to obtain '*Information for Applicants*' (an outline of our application, assessment and selection processes and the range of benefits available when working with the department) and **to apply online**.

Alternatively, applications (*complete with an accompanying covering 'Application for Employment' form - available from*



www.dhs.vic.gov.au/careers/vacancies.htm) quoting the position number **DHS/RUR34260260** can be mailed or hand delivered to:

Recruitment, RRHACS Division Human Resources, (Level 16, 50 Lonsdale Street) GPO Box 4057, Melbourne, 3001.

Applicants without Internet access may obtain a copy from the contact listed under 'Position Details'.

Please note that responses to the Key Selection Criteria must also be included, in order for applications to be considered.

▪ **Employment Safety Screening Requirements**

The department is committed to selecting people able to provide quality services and a safe working environment to our clients. Accordingly, we have rigorous employment **safety screening** requirements for all new staff.

All competitive applicants will be required to undergo additional employment safety screening. This involves establishing identity, consenting to a National Police Records check, and verification of claims through referee comments.

All of our employees are required to comply with the Victorian Public Service Code of Conduct.

▪ **Diversity**

The department is an Equal Opportunity Employer; values diversity and encourages applications from Indigenous people, people with disabilities and culturally and linguistically diverse backgrounds.

▪ **Agreement/Award Coverage**

This role is covered by Community Public Service Union (CPSU) – Victorian Public Service Agreement 2006. Salary advancement is by progression assessment.

▪ **Role Specific Requirements**

None identified.

Specific Health and Safety Requirements

The Department has a significant number of policies, guidelines, procedures and risk assessment tools to minimise Occupational Health & Safety risks in the workplace. Staff are required to be familiar with, adhere to, and in some cases use and manage relevant policies, guidelines, procedures and risk assessment tools.

In this role the known risks include basic manual handling and the correct set-up of computer based workstations.

Privacy Notification

The department requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000.