



Position Description

/ Our Values

- We value life
- We make every conversation count
- We will find a better way, today
- We make the complicated simple

Position Title	VBHC Project Officer
Position Number	
Band / Job Group	JG4
Division	<p>Strategy, Sectors and Research</p> <p>Our vision is to provide the strategic framework to achieve world leading outcomes for Victorians who have been impacted by road trauma. We do this by establishing trusted partnerships with clients, stakeholders and providers of healthcare and disability services to deliver safe, quality care to support Victorians to get their lives back on track. This is underpinned by evidence based research to ensure we deliver outcomes and value for the Victorian community.</p>
Branch	Value Based Health Care Implementation
Location	Geelong
Reports To	VBHC Senior Project Lead
Number of Direct Reports	0
Working with Children	Is a Working with Children check required for this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Financial Delegation	0
Job Purpose	The Value Based Health Care (VBHC) Project Officer is part of the Transport Accident Commission's (TAC's) multi-disciplinary team that develops Value Based Health Care at the TAC. The role works under the direction of the VBHC Senior Project Lead and provides support to the VBHC Project Specialists with stakeholder engagement and the development, implementation, monitoring and evaluation of VBHC pilots and initiatives. The VBHC Project Office may also work with other business areas to support the understanding of VBHC.

KEY ACCOUNTABILITIES

- Collaborate with the VBHC implementation team and across other enablement teams to support the scoping, design, development and evaluation of VBHC pilots.
- Using co-design principles with internal and external stakeholders, build and maintain valuable stakeholder relationships and effectively engage to build shared understanding of VBHC and ownership of project deliverables. Includes co-facilitation of working groups, workshops and other consultations under guidance of the Project Specialists and Senior Project Lead.
- Analyse research, data and operational processes and work practices to provide insights which will inform opportunities and recommendations for the VBHC pilots, informed decision making and preparing briefs for executive endorsement.
- Support the collection of data to track and monitor client outcomes, provider experience and overall performance of VBHC pilots.
- Undertake work identified in project plans and coordinate with internal and external stakeholders to deliver on VBHC pilots.
- Support the development of reports, executive briefing and other deliverables as assigned by the Value Based Health Care Implementation team.
- Support the development and implementation of systems, policy, processes and tools to ensure successful implementation and operationalization of VBHC processes and procedures.
- Utilise a change management framework to assist in identifying and managing people, process and system risks, issues, dependencies and develop mitigation strategies.
- Contribute to decision making regarding projects and issues.
- Represent the TAC at relevant internal and external stakeholder forums.
- Additional duties may be required as reasonably required.



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Organisational Responsibilities

As defined by the Occupational Health and Safety Act 2004 - Victoria employees of TAC are to take reasonable care to ensure their own safety, not place others at risk by any act or omission, follow safe work procedures, report hazards and injuries and cooperate with the employer to meet work health safety obligations.

Role model all TAC Leadership Model capabilities and behaviors; Adapt & Learn, Embrace Accountability, Cultivate Partnerships, Empower Others, Exercise Judgment, Deliver Outcomes, Shape Strategy & Direction and Lead Transformation.

Participate in identification and development of initiatives, risks, changes, recommendations and implementation of appropriate work practices, policies and guidelines to improve efficiency and/or effectiveness of work.

KEY SELECTION CRITERIA

Relevant Qualification, Work Experience & Specialised Knowledge

- Relevant tertiary qualification in Health, Disability or related discipline, desirable.
- Experience in and/or knowledge of the health sector.
- Experience working within a project management framework.
- Excellent prioritisation, planning and organisational skills.
- Demonstrated ability to respond quickly, flexibly and effectively to emerging issues and trends.
- Intermediate experience in using Microsoft Excel.
- Experience in coordinating projects of varying degrees of complexity. Strong understanding of key factors requiring attention on a project.
- Demonstrated excellent written and verbal communication skills.
- Excellent administrative skills coupled with a demonstrated understanding of project documentation and governance processes.
- Strong analytical, problem solving and lateral thinking skills with excellent attention to detail.
- Highly motivated with a positive and proactive approach, and a demonstrated ability to take accountability for delivering quality outcomes.
- Ability to communicate effectively with a broad range of internal and external stakeholders in a collaborative and engaging manner.
- Demonstrated ability to work autonomously and as part of a team

Capabilities

Cultivate Partnerships: Adapts own approach to different personal styles with internal and external stakeholders

Adapt and Learn: Shows interest in new approaches, tools, methods and/or technologies in own field of expertise

Adapt and Learn: Remains positive and responds to pressure and adversity in a calm manner

Adapt and Learn: Shows openness to new ways of doing things

Deliver Outcomes: Plans and manages their own activities and resources effectively and efficiently

Embrace Accountability: Follows through and meets work commitments to others on time

Lead Transformation: Makes improvements in work processes, procedures and services

Exercise Judgement: Quickly identifies barriers that may impact delivery and manages or escalates appropriately