

## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title: Director, Palliative Care Outcomes Collaboration (PCOC) Level: C  
Faculty/Division: Sydney Business School  
Department/Location: Australian Health Services Research Institute (AHSRI)

#### Primary Purpose of the Position:

The PCOC Director is a senior, full-time management position within the AHSRI, responsible for the national management of PCOC. The position leads the PCOC program and is responsible for the continued development and day-to-day management of the activities and functions for PCOC, consistent with the decisions of the PCOC Management Advisory Board, the PCOC Executive Directors Group and the PCOC Funding Agreement with the Australian Government Department of Health and Ageing (DoHA). The Director is supported by a national team (Quality Manager, Education Manager, sessional Clinical Director, Statistician/s and Administrative Officer) and PCOC Zone Quality Improvement Facilitators (QIFs) based at the University of Western Australia, Flinders University, Queensland University of Technology and the University of Wollongong.

#### Position Environment:

PCOC is a national, voluntary quality initiative that assists palliative care service providers to improve practice. PCOC is funded to June 2014 under the *National Palliative Care Program* and is supported by the Australian Government Department of Health and Ageing (DoHA) and is managed by a collaboration of four universities with the University of Wollongong as the lead agency. PCOC has divided Australia into four zones for the purpose of engaging with palliative care services, with each zone represented by a Chief Investigator from one of the four collaborating universities and Quality Improvement Facilitators (QIFs) based at each university:

- PCOC West – University of Western Australia / coordinating role for WA
- PCOC South – Flinders University / coordinating role for SA and NT
- PCOC North – Queensland University of Technology / coordinating role for QLD
- PCOC Central – University of Wollongong / coordinating role for NSW, the ACT, Victoria and Tasmania

PCOC develops specific datasets and questionnaires, collects and analyses data, reports on findings including patient outcomes, benchmarks palliative care services and works with services to improve clinical palliative care outcomes in both the public and private sectors.

#### Major Accountabilities/Responsibilities:

Responsibilities	Outcome	Office Use Only
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Responsibilities		Outcome	Office Use Only
1.	<p>Lead and manage the national secretariat for PCOC based at the AHSRI including;</p> <ul style="list-style-type: none"> <li>• Taking responsibility for the meeting schedule, the business and Business Papers for the PCOC Management Advisory Board (MAB) and the Executive Directors Group (EDG)</li> <li>• Direct PCOC activities consistent with the decisions and work plan determined by the MAB &amp; EDG</li> <li>• Work with the PCOC zone QIFs in NSW, WA, SA, VIC and QLD to coordinate the delivery of PCOC</li> <li>• Contribute to the strategic direction for PCOC</li> <li>• Represent project management perspectives to the MAB and EDG</li> </ul>	To ensure PCOC committees are well supported and operate within their respective Terms of Reference	
2.	<p>Adopt a quality approach to manage the range of tasks associated with the smooth running and ongoing operation of this national program undertaken in multiple sites including;</p> <ul style="list-style-type: none"> <li>• Manage the ongoing development and implementation of the PCOC work plan and marketing strategy</li> <li>• Manage a range of operational tasks associated with maintaining a consistent national profile and transparent and consistent management principles</li> <li>• Develop a range of operational policies in collaboration with the zone QIFs including but not limited to: communication policy, document control policy, reporting policy</li> <li>• Manage the governance mechanisms associated with the operation of PCOC including reporting against the Funding Agreement, budget management and compliance with legislative requirements.</li> </ul>	<p>To ensure that the activities identified in the PCOC work plan are achieved in the designated timeframes</p> <p>To ensure that services are well prepared to participate in PCOC and supported in their expectations of PCOC and committed to ongoing quality improvement</p>	
3.	<p>Act as the public face and a primary point of contact for the national aspect of PCOC including;</p> <ul style="list-style-type: none"> <li>• Represent PCOC on relevant committees and other advisory groups as requested by the MAB</li> <li>• Build and maintain collaborative links with relevant parts of the Australian health care system</li> <li>• Oversight conference papers and publications from research undertaken by PCOC to ensure a consistent standard and project image.</li> </ul>	<p>To ensure PCOC builds and maintains a positive profile within the Australian Health Care System</p> <p>To ensure PCOC's activities and outcomes are in line with the direction of the Australian Health Care System</p>	
4.	Provide ongoing mentoring, support and advice for staff employed for PCOC.	To foster the professional development of the PCOC team	
5.	Provide management support to the Quality Manager, Education Manager and the zone QIFs related to the collection of data, the education for data collection and the quality of data, from health services participating in PCOC.	To ensure that there is consistency in the national data collection.	

Responsibilities		Outcome	Office Use Only
6.	Provide management support to the Quality Manager, Education Manager and the zone QIFs related to service quality and outcome improvement initiatives	To ensure that there is consistency in the PCOC approach to service quality and outcomes improvement	
7.	Participate in the development and implementation of strategies associated with capacity building initiatives within AHSRI.	To contribute to capacity development in AHSRI	
8.	Contribute to the ongoing development of the AHSRI's strategic direction including the development of policies and guidelines	To ensure an appropriate contribution to the AHSRI's strategic direction	
9.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
10.	Have Occupational Health & Safety (OH&S) responsibilities, accountabilities and authorities as outlined in the <a href="#">OHS Roles and Responsibilities Document</a>	To ensure a safe working environment for self & others.	

### Inherent Requirements:

For all positions

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

### Reporting Relationships:

Position Reports to:	Director/Deputy Director, Australian Health Services Research Institute
The following positions report to this position	PCOC Quality Manager, PCOC Education Manager, QIFs for NSW, the ACT, Victoria and Tasmania
The following positions have joint reporting relationships	PCOC QIFs in the West, South and North zones report to the Chief Investigator for their zone but are responsible to the PCOC Director for the delivery of the PCOC national work program as it applies within their zone. PCOC statisticians report to the senior statistician, AHSRI, but are responsible to the PCOC Director for the delivery of the PCOC work program as it applies to their position. PCOC administrative staff report to the Business Manager, AHSRI,

	but are responsible to the PCOC Director for the delivery of the PCOC work program as it applies to their position. PCOC Clinical Director reports to the Director, AHSRI, but is responsible to the PCOC Director for the delivery of the PCOC work program as it applies to their position.
Other Key Contacts:	Members of the MAB & the EDG, DoHA

## Key Relationships:

### Contact/Organisation:

PCOC Quality Manager, Education Manager and zone QIFs

Members of the PCOC Management Advisory Board and Executive Directors Group (EDG)

Members of PCOC advisory committees

CareSearch and the National Standards Assessment Program (NSAP)

### Purpose & Frequency of contact

Ensure consistency of PCOC activities. Ongoing

Principle Governance Committees. At least bi-annually

Industry based expert committees. Ongoing

Collaboration with the quality programs funded under the National Palliative Care Program supported by Department of Health and Ageing. Ongoing

## Key Challenges:

1. Manage a national program across multiple sites in both rural and urban settings.
2. Maintain the commitment of voluntary participants to provide data for the duration of the program.
3. Add value to the palliative care service industry consistent with aims of PCOC.
4. Recognize and seize opportunities to further develop the aims of PCOC.

## SELECTION CRITERIA - Knowledge & Skills:

### Essential:

- Demonstrated high level of organisational skills consistent with the management requirements of a national program operating from multiple sites.
- Demonstrated high standard of oral and written communication skills and ability to liaise and negotiate with other employees, Government and non-Government agencies and public and private sector health care organisations.
- Demonstrated high level of interpersonal skills consistent with managing a team of professional staff from multiple backgrounds across four national sites
- Demonstrable high standard of conceptual skills, and the ability to credibly represent PCOC at national forum.
- The ability to develop policy options based on quantitative and qualitative data analysis.
- A broad understanding of the Australian health care system and current health policy developments.

## SELECTION CRITERIA - Education & Experience:

### Essential:

- Recognised degree in a relevant discipline.
- Experience in managing large projects or programs.

### Personal Attributes:

- Highly motivated, self starter able to take initiative and work unsupervised to achieve work-plan milestones and reporting requirements.
- Capacity for team leadership and project management, including capacity to organise work, meet deadlines and manage team performance.
- The ability to contribute as an effective team member to the AHSRI.
- Effectively engage with palliative care services and palliative care clinicians.

### Special Job Requirements:

- The capacity for inter- and intra-state travel
- To be based at the UOW, AHSRI or within commuting distance

### Organisational Chart:

See page below for organisational chart of the Australian Health Services Research Institute

### Approval:

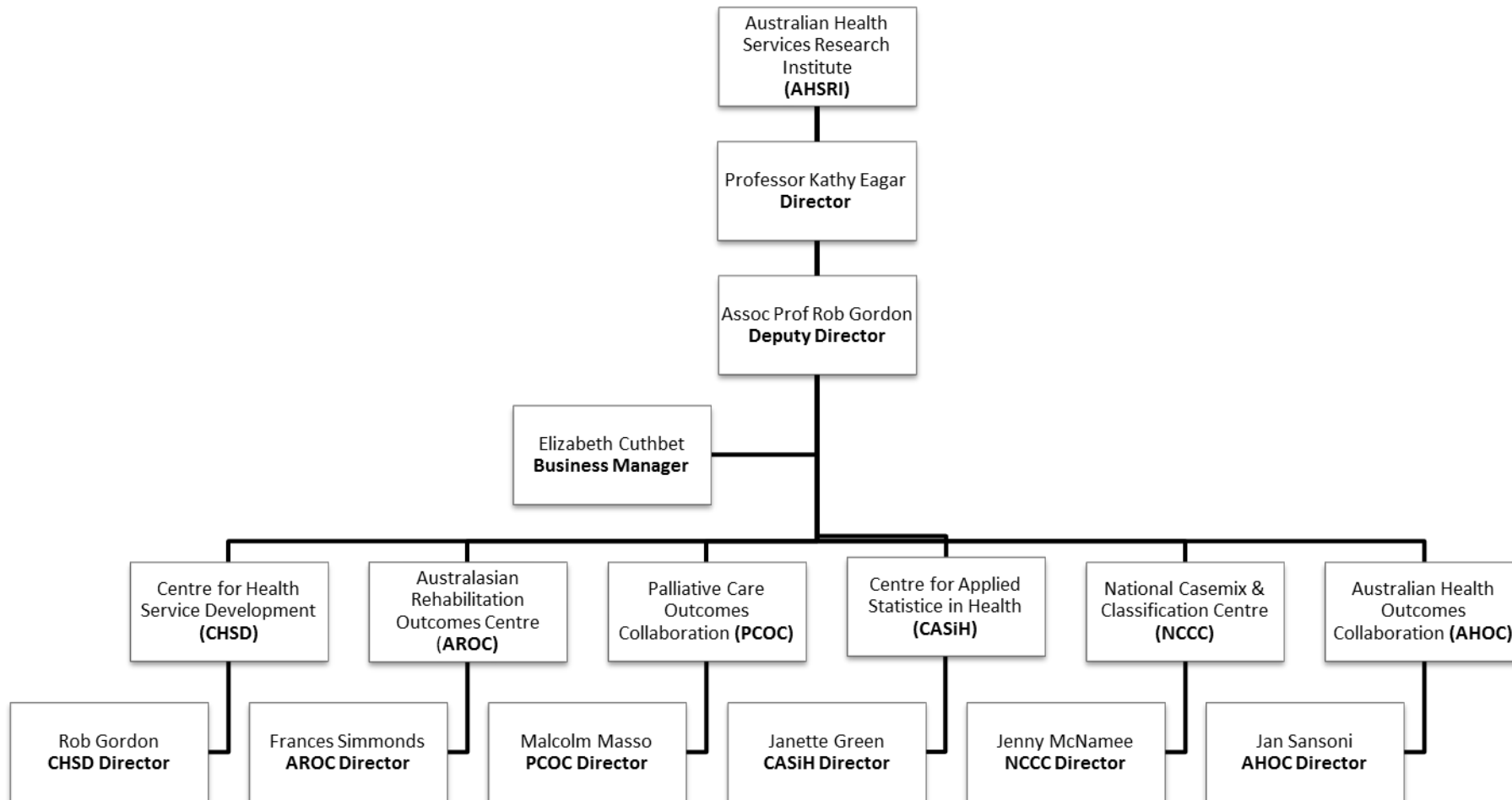
Approved by Head of Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

## ***Australian Health Services Research Institute – Organisation Structure***





## POSITION CLASSIFICATION STANDARD - Research Only

Level: C

Title: Senior Fellow

### Description

A position classification standard describes the broad categories of responsibility attached to research-only academic staff at different levels. The standards are not exhaustive of all tasks in research-only academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels. The standards provide an adequate basis to differentiate between the various levels of employment and define the broad relationships between classifications.

Progression through an academic career will normally be based on research, teaching, administrative functions and contribution to the profession. The balance of functions will vary according to level and position over time. It is only in exceptional circumstances that promotion would be solely on the research only position classification standards.

- General Standard
- Specific Duties
- Skill Base

### General Standard

A Level C research-only academic is expected to make independent or original contributions to the research effort within his/her field of expertise and to the organisational unit or inter-disciplinary area of which he/she is a part. An academic at this level is expected to play a major role in research including the exercise of some leadership in research.

### Specific Duties

Specific duties required of a Level C research-only academic may include

- The conduct of research and the production of conference and seminar papers and publications from that research.
- Supervision of research-support and administrative staff involved in the staff members' research.
- Supervision where appropriate of the research of less senior research-only academic staff.
- Involvement, where appropriate, in the promotion of research links with outside bodies.
- Preparation of research proposal submissions to external funding bodies.
- Significant role in research projects including where appropriate, leadership of research teams or management of projects.
- Responsibility for the oversight of financial management of grants received for his/her research projects.
- Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise.
- Occasional contributions to the teaching program within the field of the staff member's research.
- Supervision of major honours or postgraduate research projects within the field of the staff member's area of research.
- Various research-related administrative functions.
- Attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or departmental and/or faculty meetings and a major role in planning and committee work.

## Skill Base

A Level C research-only academic will normally have a relevant doctoral qualification or equivalent accreditation and standing together with subsequent research experience. A position at this level will require a demonstrated strong record of publications, conference papers, reports and/or professional and/or technical contributions in the relevant discipline area.