

## Information Package

### Regional Manager, Canberra

Thank you for considering Marathon Health as your next employer. We deliver accessible, quality health and wellbeing services and programs to rural, regional and remote communities. We have a strong positive workplace culture, and were awarded *2017 NSW Business Chamber Regional Business of the Year* and *2017 NSW Business Chamber Statewide Employer of Choice*.

This Information Package is designed to tell you more about the role, identify the selection criteria we will be using to select the right candidate, and explain the application process.

If you have any questions after you have read this document, please refer them to Human Resources via email [hr@marathonhealth.com.au](mailto:hr@marathonhealth.com.au) or on 02 6333 2800.

### Benefits of Employment

Our staff benefit from genuine work / life balance, up to \$15,900 tax free salary packaging per annum, and other generous employee conditions and opportunities including:

- Exposure to rural and remote service delivery;
- 5 weeks annual leave per annum;
- Extra paid leave days over Christmas / New Year shutdown;
- A professional development allowance of \$1,500 per annum (after probation);
- Access up to 5 days paid study leave per annum;
- Support and learning opportunities that come from working in a multi-disciplinary team; and
- Dynamic working environment with both clinical and project work.

### Position Advertisement

#### Regional Manager, Canberra

#### Full-time position, 75 hours per fortnight

This pivotal, new role is responsible for ensuring Marathon Health's expansion into this new geographical area is tightly managed, coordinated and welcomed. You will support the Executive team by developing and maintaining strategic relationships with our valued stakeholders; coordinating logistics (e.g., offices and co-locations, vehicle pool); identifying, managing and reporting on risks and issues (not pertaining to clinical program delivery); managing contracts; and preparing and delivering financial reports. However, as a "start up" location for Marathon Health, the willingness to take on tasks at any level associated with a new operation is critical.

This role is a crucial contributor to the success of Marathon Health and the ability of the residents of the ACT and surrounds to access our outstanding services.

**Applications close at 9am on Monday 22 January 2018.**



#### Bathurst Office:

102 Keppel St  
PO Box 175  
Bathurst  
NSW 2795  
T 02 6333 2800  
F 02 6333 2899

#### Dubbo Office

106 Talbragar St  
PO Box 1834  
Dubbo  
NSW 2830  
T 02 6826 5200  
F 02 6826 5299

#### Wagga Office

Suite 2, 32 Kincaid St  
PO Box 138  
Wagga Wagga  
NSW 2650  
T 02 6937 2000  
F 02 6937 2099

#### Canberra Office

PO Box 129  
Deakin West  
ACT 2600  
T 0437 786 760

## Information Package

### Guidelines for Applicants

These guidelines aim to assist you in submitting applications for advertised vacancies with Marathon Health.

#### Applying for a position

The following may assist you in preparing your application:

- Obtain and carefully read the Information Package for the position of interest.
- Conduct some initial research on the organisation by browsing the website and reading key resources.
- If required, seek clarification or additional information on the organisation and/or the position.
- Decide whether you possess, and can demonstrate, your skills and experience against the selection criteria.
- When addressing the selection criteria, provide examples to demonstrate and substantiate your claims. Examples should outline a situation, identify the action you took, and summarise the subsequent result. Keep your responses concise and in addition to your resume.
- Be aware of the closing date. If, for any reason you cannot submit your application by the closing date, you should ring the contact person to see if a late application will be accepted.
- If you require any special arrangements (e.g. wheelchair access, hearing or visual aids) when attending interview, please discuss these with the contact person when the interview is being arranged.

#### What you need to include in your application

Marathon Health uses a streamlined approach to recruitment. All applications require:

1. A Cover Letter introducing yourself and outlining your interest in the position
2. Statement addressing each of the Selection Criteria (as listed on the last page of this document)
3. Resume/Curriculum Vitae (CV) that should include:
  - a. contact details including telephone number and email address
  - b. education/qualifications
  - c. an employment history summary including (for each position):
    - i. the employer
    - ii. start and finish dates
    - iii. your position/title
    - iv. your responsibilities and achievements in the position
  - d. professional registrations and/or memberships

You do not need to submit copies of your identification or qualifications. If required, these will be checked later in the recruitment process.

References do not need to be included in your application. Referees will only be contacted if required, and your permission to contact them will be sought first.

#### Submitting your application

Applications should be submitted via email (by the closing date and time) to:

[hr@marathonhealth.com.au](mailto:hr@marathonhealth.com.au)

## Information Package

### Position Description

<b>Position Title</b>	<b>Regional Manager, Canberra</b>
<b>Location</b>	Canberra
<b>Reports to</b>	Executive Manager TBA
<b>Hours</b>	Full-time, 75 Hours Per Fortnight
<b>Conditions of Employment:</b>	<ul style="list-style-type: none"> <li>• Marathon Health Enterprise Agreement 2013</li> <li>• Marathon Health Policies and Procedures</li> <li>• Police Check</li> <li>• Position Description</li> <li>• Employment Contract</li> </ul>
<b>Incumbent</b>	New Position

#### Purpose of the Role

This pivotal, new role is responsible for ensuring Marathon Health’s expansion into this new geographical area is tightly managed, coordinated and welcomed. You will support the Executive team by developing and maintaining strategic relationships with our valued stakeholders; coordinating logistics (e.g., offices and co-locations, vehicle pool); identifying, managing and reporting on risks and issues (not pertaining to clinical program delivery); managing contracts; and preparing and delivering financial reports.

#### Key Relationships

The Regional Manager, Canberra reports to an Executive and has a close business relationship with all members of the Executive Team and relevant corporate functions. External stakeholders will include Federal and State Government agencies, commissioning organisations and suppliers, and may extend to NGOs, Aboriginal Community Controlled Organisations and other stakeholders in the community.

#### Position Responsibilities

Responsibilities for this position include, but are not limited to:

- Ensuring a smooth expansion for Marathon Health into this area, proactively keeping the confidence of our stakeholders at all times;
- Establishing and managing contracts with suppliers;
- Establishing and managing work locations;
- Managing the car fleet;
- Ensuring obligations set out in funding agreements are met (excludes obligations associated with clinical program delivery);
- Transparent financial reporting;
- Identifying, managing and reporting on risks and issues to the Executive team;
- Remaining current with local issues and opportunities and advising the Executive team as appropriate; and
- Assisting the CEO and Executive as requested.

## Information Package

### Other Duties

- Demonstrate a commitment to Marathon Health's ICARE values.
- Actively communicate, and share knowledge, with other Marathon Health team members to ensure quality services.
- Respect confidentiality in line with the *Privacy Act 1988* and related policies and procedures.
- Be aware of individual responsibilities under the relevant Workplace Health and Safety legislation and report as necessary any untoward accident, incident or potentially hazardous environment.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office.
- Undertake other duties commensurate with the role as required.

### Our Values

Staff are expected to demonstrate our ICARE values:

- Integrity & Trust
- Collaboration & Innovation
- Achievement & Excellence
- Respect & Empowerment
- Empathy & Understanding

### Special Job Requirements

1. Screening including criminal history, working with children check, qualifications, and professional registration may be undertaken prior to commencing employment.
2. Eligibility to work in Australia with no restrictions.
3. Valid Driver License. On the occasions when you use a privately owned motor vehicle for work-related purposes, Marathon Health will pay a motor vehicle allowance on a per kilometre basis, according to our Policies and Procedures.

### Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfill the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Information Package

### Selection Criteria

*It is expected that candidates meet the following minimum requirements:*

- Demonstrated alignment with our ICARE values and commitment to our purpose.
- Preparedness and ability to work against a backdrop of change and ambiguity.
- Current Drivers' License and willingness to travel in NSW / ACT, including overnight(s).

#### **Essential**

- Demonstrated ability to manage and report on operational and logistical matters.
- Demonstrated experience in contract and project management.
- A sound commercial understanding.
- A tenacious approach to solving problems.
- Demonstrated strength in stakeholder engagement.
- Excellent supervision and people management skills.