Position Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Portfolio Manager</th>
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<tr>
<td>Location</td>
<td>Canberra</td>
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<tr>
<td>Reports to</td>
<td>Regional Manager ACT &amp; SE/NSW</td>
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<tr>
<td>Hours</td>
<td>Full-time, 75 Hours Per Fortnight</td>
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</tbody>
</table>
| Conditions of Employment: | • Western NSW Medicare Local Enterprise Agreement 2013  
• Marathon Health Policies and Procedures  
• Police Check  
• Position Description  
• Working with Children Check  
• Letter of Offer |
| Incumbent           | Vacant            |
| Contract period     | Permanent linked to performance and funding |

Organisational Context
Marathon Health, an independent not-for-profit organisation, delivers the best coordinated healthcare in country Australia. A key strategic goal of Marathon Health is the implementation and successful performance of health and wellbeing initiatives and services with a focus on Aboriginal health, mental health, preventative health, early intervention services, and services to support members of our community with a disability. At Marathon Health we consider our people to be our most valuable resource.

Marathon Health strives to achieve this through developing integrated and coordinated services that are accessible, high quality and will improve the patient experience in out of hospital health care.

Purpose of the Role
This position will lead successful implementation and delivery of Programs (as designated by the Regional Manager) in the Canberra region and the South NSW region.

Key Relationships
The Portfolio Manager reports to the Regional Manager. The role supervises staff relating to the Program(s) being delivered within this Manager’s Portfolio. The Portfolio Manager will have relationships with internal stakeholders including other Portfolio Managers, and with external stakeholders including Federal and State Government agencies, commissioning organisations and suppliers, and NGOs.

This role will liaise deeply with Aboriginal Community Controlled Organisations to nurture respectful and collaborative relationships and potential partnerships.

Position Objectives
The Portfolio Manager will work to successfully achieve:

- Oversight of implementation of Programs within the Portfolio, as delegated by the Regional Manager; this may include but is not limited to Mental Health, Youth Mental Health, Aboriginal Mental Health and/or Alcohol and Other Drug Services;
- Management of employees or subcontractors (including Aboriginal and/or Torres Strait Islander people) engaged to deliver Programs;
Supervision of Aboriginal and/or Torres Strait Islander trainees;
Compliance with funding agreements;
Timely and accurate reporting;
Identification, management and reporting on risks and issues to the Regional Manager;
A high level of staff and client satisfaction
Agreed KPIs
Embodiment of Marathon Health ICARE values

Other Duties
Comply with the Work Health and Safety policies and procedures at all times.
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.
Actively participate in annual performance planning and review activities.
Other duties as directed from time to time.

Our Values
Staff are expected to demonstrate our ICARE values:
  Integrity and Loyalty – be real
  Collaboration and Creativity – make connections
  Achievement and Pride – be proud
  Respect – demonstrate equality
  Empathy – open compassion

Special Job Requirements
1. It is a requirement of this position that you hold a current drivers licence. On the occasions
   where you are requested to 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.
2. It is a requirement of this position that the successful applicant undertake a Police Check
   prior to commencing work.
3. You must hold a verified Working with Children Check prior to commencing work.
4. Eligibility to work in Australia with no restrictions.

Note:
Employees are expected to carry out any duties, within the scope of their ability, that are necessary to
fulfil 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 ________________
Selection Criteria

Essential

1. Extensive experience in management in a health related field
2. Demonstrated Knowledge of primary health care services in the Australian Environment
3. Contract management experience
4. Demonstrated ability to coordinate resources to ensure quality services are delivered on time, on budget and in line within contractual targets
5. Demonstrated ability to work with a diverse range of internal and external stakeholders to develop partnerships and service pathways.
6. Demonstrated ability and experience in the implementation of clinical governance frameworks and systems to ensure safe and high quality services.
7. Demonstrated capability in both written and verbal communication.
8. Demonstrated skills in staff and contractor management.

Desirable

- Tertiary qualifications in management, clinical practice or related field.
- Experience in managing multiple sites and programs.