Position Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Portfolio Manager</th>
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<tbody>
<tr>
<td>Location</td>
<td>Dubbo/Bathurst</td>
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<td>Reports to</td>
<td>Regional Manager Western</td>
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<tr>
<td>Hours</td>
<td>Full-time, 75 Hours Per Fortnight</td>
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<td>Conditions of Employment:</td>
<td>Western NSW Medicare Local Enterprise Agreement 2013</td>
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<td></td>
<td>Marathon Health Policies and Procedures</td>
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<td>Police Check</td>
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<td>Position Description</td>
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<td></td>
<td>Working with Children Check</td>
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<td>Employment Contract</td>
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Incumbent Vacant

Contract period Permanent linked to performance and funding

Purpose of the Role
This position will lead successful implementation and delivery of mental health programs (as designated by the Regional Manager) in the Western 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 programs;
- Management of employees or subcontractors (including Aboriginal and/or Torres Strait Islander people) engaged to deliver Programs;
- Compliance with funding agreements including the clinical governance framework and cultural safety framework;
- Timely and accurate reporting;
- Identification, management and reporting on risks and issues to the Regional Manager and through tickit;
- Work across all functions of the business including marketing and communications, IT, HR and finance to offer streamlined processes and systems for service delivery
- 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, we will send a link to the Police Check on receipt of the signed contract.
3. You must hold a verified Working with Children Check prior to commencing work.
4. Eligibility to work in Australia.
Selection Criteria

Essential

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

Desirable

1. Tertiary qualifications in management, clinical practice or related field.
2. Demonstrated ability to review and analyse financial reports.
3. Demonstrated ability to grow, develop and maintain networks across a broad range of stakeholders.
4. Experience in the accreditation process.
5. Experience in managing multiple sites and programs

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 _________________