

Position Description

Position Title:	Manager - Hume Region Palliative Care Consortium
Reports to:	Executive Director, Hume Local Health Service Network
Department:	Hume Local Health Service Network
Directorate:	Hume Local Health Service Network
Cost centre:	F0402
Code & classification:	Grade 6 (HS6)
Employment conditions:	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2021 – 2025 and its successors; and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Hume Region Palliative Care Consortium (HRPCC) brings together senior management representatives and clinicians from all healthcare services providing specialist palliative care within the Hume Local Health Service Network. There are eight Palliative Care Consortia in Victoria funded by the Victorian Department of Health. GV Health is the fund holder for the HRPCC.

The HRPCC is an alliance of specialist palliative care providers in the Hume Region with membership comprised of representation from 7 specialist palliative care organisations and key partners and stakeholders including Murray PHN and St Vincent's Hospital Melbourne. The voting members of HRPCC are: Albury Wodonga Health, Benalla Health, GV Health, GV Hospice Care Service, NCN Health, Northeast Health Wangaratta and Seymour Health. Palliative care services include Community, Regional Consultancy and in-patient palliative care and cover the 12 local Government areas across the Hume Region.

The HRPCC focus is to provide leadership for Hume palliative care services to collaboratively develop and deliver care in the region. The Consortium Manager facilitates and coordinates key stakeholders in effective partnerships to support the Hume Region Palliative Care Strategic Direction and the wider priorities of the Victorian Department of Health informed by Victoria's End of Life and Palliative Care Framework. The role is responsible for bringing together palliative care providers and other relevant partners to implement initiatives that benefit all teams, along with broader initiatives where collaboration is key to its success. This role requires someone who can work effectively both in a team and independently and across a range of numerous initiatives at any one time.

The Consortium is facilitated by two lead groups – the Consortium Executive Group and the Clinical Advisory Group. These groups collaborate on initiatives to support palliative care service development and quality improvement at a strategic and clinical level in the region. Smaller sub-working groups are formed as required, and engagement with State and National stakeholders via bi-monthly State network meetings is also a key enabler for collaboration.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- Work collaboratively with the Consortium Executive Group, Clinical Advisory Group and key stakeholders to facilitate projects that support the HRPCC Strategic Direction and action plan, and the identification of new project collaborations.
- Take a lead role and provide strategic advice in relation to relevant Regional and State priorities as part of Consortium strategic planning and guidance.
- Further develop and manage strategic alliances with key stakeholder organisations, partnerships and related projects.
- Support projects and/or quality improvement initiatives with a change management approach.
- Work with the consortium executive to develop and monitor the budget for the consortium
- Manage the day-to-day operations of the consortium including secretariat/administrative role to the consortium where required, and administrator for the HRPCC website and regional patient management system.
- Support palliative care workforce development initiatives.
- Provide action plan progress reports and data reports to the consortium at bi-monthly meetings and/or as required.
- With support from the Consortium members, collate the HRPCC Annual Report for the Victorian Department of Health.
- Keep up-to-date with palliative care issues at a regional, state and national level and be a point of contact for the distribution of relevant communications to the Consortium
- Attend and contribute to state-wide palliative care meetings, working groups and discussions
- Attend and actively contribute to consortium manager meetings
- Communicate with other consortium managers
- Develop and maintain relationships with Consortium members and key stakeholders
- Ensure links with State-wide services and programs and academic centres are well established, current and active.
- Be a conduit for communications between the department and the consortium
- Provide induction and orientation to new consortium members and other stakeholders

POSITIONS REPORTING TO THIS ROLE

- Nil

Responsibilities for Management positions:

- Actively manage employees by conducting annual performance reviews and ensuring that health and safety, all Mandatory Training, employment principles and legislative requirements are met;
 - Identify employee education and development needs, recognise competencies of employees and ensure employees complete compulsory competencies;
 - Participate in supervision of graduates, junior employees, students, orientation programs, preceptorship, mentoring and performance enhancement responsibilities;
 - Provide opportunities for staff to attend mandatory core competencies and monitor compliance;
 - Actively recruit and manage all aspects of workforce demands;
 - Computer literacy at intermediate level for Microsoft applications;
 - Demonstrated business planning, policy, financial and human resources management skills;
-

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- Relevant tertiary qualification in health, management or project management.

Essential:

- Demonstrated experience in health, management, project delivery and change management.
- Highly developed interpersonal skills with the ability to engage multiple stakeholders and foster collaborative working relationships.
- Sound understanding of the health care industry.
- Well-developed writing, reporting and computer skills.
- Current Australian driver's licence.

Desirable:

- A qualification, knowledge and/or experience in Palliative Care.
 - An understanding of palliative care workforce development
 - Knowledge and/or experience with the patient management system 'PalCare'.
-

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Rostering which is completed in accordance with the relevant Enterprise Agreement requirements
 - Budget management and the department is within budget, performance and development reviews are completed on time, training and core competency requirements are met as per the GV Health Education Framework and leave balances are managed in accordance with the policy and procedure to minimise liability
 - Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
 - Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
 - Support and coordination of Consortium and Clinical Advisory Group to progress priorities.
 - Support for implementation of priorities and strategies in accordance with the relevant frameworks and procedures.
 - Timely preparation of meeting agendas and recording minutes of meetings.
 - 80% attendance and active participation at committees, working groups and meetings.
 - Completion and submission of the Annual Report within agreed timeframes.
-

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;

- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Hume Local Health Service Network	Manager - Hume Region Palliative Care Consortium
Reviewed by:	Executive Director
Issue Date:	October 2025

ABOUT US

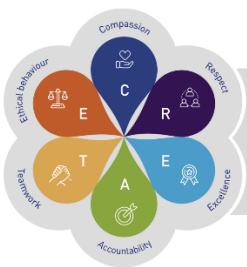
Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



COMPASSION
RESPECT

EXCELLENCE
ACCOUNTABILITY

TEAMWORK
ETHICAL BEHAVIOUR

GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)