

POSITION DESCRIPTION

Position Title	Operations & Governance Lead
Directorate	Operations and Clinical Care
Department	C19 Vaccination Hubs
Unit	Not Applicable
Reports To	Executive Program Lead
Agreement	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022

Position Objective

- Lead and provide effective clinical support, training, clinical governance and proactive work health and safety measures for C19 Vaccination Hubs.

Key Responsibilities

- Provides clinical leadership across the C-19 Vaccine Network
- Representative of the C-19 Vaccine Network Clinical Governance Working Group (CGWG)
- Drives shared learnings and continuous improvement processes across C-19 Vaccine Network and supports partner clinical governance ownership and accountability (where applicable)
- Provide clinical support to the site Clinical Leads and their teams at C19 Vaccination Hubs.
- Work with Project Managers/Operational Leads to deliver training and induction of (new) staff in respect to all aspects of safety and clinical processes.
- Ensure site related clinical and safety related risk is identified and managed in consultation with Clinical and Operational Leads.
- Work with C-19 partners to ensure clinical governance procedures are consistent with State Government Vaccine Guidelines and other guiding documentation and standards.
- Central coordination of partner agency deployment schedule.
- Manage incident reporting and lead incident reviews as required.
- Interface with DoH and other relevant stakeholders when and where appropriate, including escalation of C-19 items, as identified through CGWG.
- Provide high level support and provision of reports and/or data to the Executive Program Lead as required.
- Effective stakeholder engagement and relationship management, including LPHUs, hospital hubs and other State & Federally funded C-19 vaccine programs.-
- Any other duties that commensurate with skills and abilities as deemed reasonable and appropriate to the role as occasionally directed.

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Key Selection Criteria

- Health Professional with previous experience in an Operations & Governance role.
- Previous experience in management of Immunisation services is desired.
- Demonstrated strong leadership within a clinical environment to ensure safe working practices.
- Strong working knowledge and experience in clinical governance and ability to identify and effectively manage clinical risks.
- High level of interpersonal and communication skills to liaise with various stakeholders.
- Strong ability to be highly adaptable and lead with initiative.
- Aptitude in technical skills including Microsoft Office suite and client management systems.

Other Information

- This role is subject to a satisfactory National Police History check and current Victorian Working with Children's Check.

Occupational Health and Safety

- Ensure that IPC Health's Occupational Health and Safety Policy and Procedures are continually observed and complied with.
- All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with IPC Health's OHS Frameworks.
- Regularly inspect own immediate work environment and report any incidents, hazards or near misses that can cause harm or that represent a threat to public safety to the relevant Manager or Supervisor.
- Actively participate in hazard elimination where practical.

Our Values

POSITION DESCRIPTION



IPC Health is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of both our clients and staff and engaging in a diverse workforce. IPC Health encourages individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI community to join our workforce.

IPC Health is committed to the safety and wellbeing of all children and young people accessing our services and the welfare of the children in our care will always be given a high priority. IPC Health is committed to providing a safe environment where all children and young people feel safe and valued.

Physical Inherent Requirements

- Office Duties:
- Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks.
 - General office-based work such as handling files, various paperwork, attending to phone calls and stakeholder enquiries.
- Driving:
- Required to drive private or IPC Health owned vehicles.
- Work Environment:
- May be required to work from different sites, including home visiting and offsite facilities.
 - Exposure to varied weather conditions.
- Carrying and Lifting:
- Infrequent lifting and carrying of items up to 5kgs.
- Standing and Walking:
- Standing and walking for periods up to an hour at a time with breaks.
- Bending and Reaching:
- Required to occasionally bend and reach.

POSITION DESCRIPTION

People and Culture Use Only

Position Number(s) TBC

Last Reviewed 5 June 2021