

Palliative care decision making groups

Consortium Manager

Function in implementing the Strengthening Palliative Care Policy (SPCP) in the region.

Manage the implementation of the SPCP in [insert name of region], in collaboration with the Consortium Chair and consortium members.

The key components of the Consortium Manager role and responsibilities relate to strategic planning, operational management and communications.

Role

Strategic planning, implementation and evaluation

- work collaboratively with the consortium and key stakeholders to promote the change required in the region to achieve the implementation of the SPCP
- take a lead role in undertaking strategic planning on behalf of the consortium.

Operational management

- relationship building and management
 - internal to consortium
 - external to consortium.
- build the relevance and effectiveness of the consortium for all members.

Communications

- knowledge management for the Palliative Care Consortium
- information management.

Responsibilities

Strategic planning, implementation and evaluation

- Provide strategic advice in relation to regional and statewide priorities.
- Manage projects related to the region-wide implementation of the SPCP and regional plan, including identifying risks associated with achieving the outcomes of the regional plan.
- Evaluate and report on the implementation of the regional plan and other initiatives undertaken by the consortium.
- Develop and maintain strategic alliances and partnerships with key stakeholder organisations.
- Keep abreast of palliative care issues at a regional, state and national level.

Operational management

- Manage the day to day operations of the consortium.
- Within agreed consortium processes, facilitate collaborative decision making in the consortium.
- Ensure quality systems and processes are in place.
- Work with the Consortium Executive to develop and monitor the budget for the consortium.
- Where appropriate, manage other staff employed by the consortium.
- Provide induction and orientation to new consortium members and other stakeholders.
- Provide a secretariat/administrative role to the consortium where required.

Consortium Manager (role statement) continued...

Communications

- be a conduit for communications between the department and the consortium
- promote awareness of the consortium and its key projects to stakeholders
- coordinate communication activities on behalf of the consortium
- receive day to day management communications from the department (copied to Consortium Chair) and distribute to consortium as required
- attendance at statewide palliative care meetings
- attendance at Consortium Manager meetings
- communication with other Consortium Managers
- communication within consortium
- communication with other key stakeholders in the region.

Structure

- Selection panel for the Consortium Manager position to include Consortium Executive Group plus the option of a department representative and other key stakeholders as appropriate.
- Performance management to be provided by the Consortium Executive.
- Each Consortium Manager should have financial delegated authority to a minimum of \$2,000. The Consortium Manager's level of financial delegated authority needs to be endorsed by each consortium.
- Contracts, time sheets and other documentation associated with the employment of the Consortium Manager should be signed off by the Consortium Fundholder.

Consortium Manager position description – status and accountability

- The roles and responsibilities of the Consortium Manager (identified above) will be included as a minimum standard in the position description for all Consortium Managers.
- The position description will also include the expected outcomes to be achieved by the Consortium Manager, as relevant to the regional plan implementation priorities.
- Accountability for performance against the standard roles and responsibilities and the regional outcomes will be to the consortium.
- This role statement and the accompanying position description are based on a 1.0 EFT position. Consortium Executives should establish measurable outcomes for the Consortium Manager that are closely based on the role and responsibilities outlined in this document. The number and type of measurable outcomes should be adjusted according to the EFT of the Consortium Manager position in each region.

Consortium Manager position description

Position Title:

Consortium Manager

Location

Negotiable. Working from home options should be considered and endorsed by the [insert region name] Consortium Executive.

Reports to

[insert region name] Consortium Executive

Date

[insert date]

Main purpose of position

Manage the implementation of the SPCP in each region, in collaboration with the Consortium Chair and consortium members.

Key functions

Strategic planning, implementation and evaluation

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Key relationships

- Consortium Executive
- consortium members
- Consortium Advisory Group members (if applicable)
- Consortium Clinical Group members (if applicable)
- other health and community service networks include:
 - integrated cancer services
 - primary care partnerships
 - general practice divisions.
- Department of Human Services.

Performance management

- Performance management and development to be undertaken by the Consortium Executive.
- A minimum of one performance meeting to be held per year, plus additional meetings as agreed between the consortium Executive and the Consortium Manager.