



Australian General Practice Network

Chief Operating Officer

August 2010

The Australian General Practice Network (AGPN) is a national Canberra based organisation established in 1998 to support 111 general practice networks and eight state based organisations throughout Australia.

The Divisions of General Practice Program is an integral component of the Australian Government's general practice policy. The strategy has resulted in greater involvement of general practitioners in the development of health policy, the planning and delivery of health services at the local and regional level and the management of a range of health service delivery projects.

AGPN's team comprises core administrative staff, policy advisers, principal network advisers and network support officers (approx 40 staff) who are highly motivated, adaptable and multi-skilled employees.

Organisational values:

All staff at AGPN are required to operate in accordance with the organisation's values, to ensure that we act and relate with **PRIDE** in all that we do:

- **P**assion, **R**espect, **I**ntegrity, **D**aring and **E**xcellence
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Position Description

This position manages the largest component of AGPN's business functions, that of the operational environment related to the delivery of national support to the network through key program areas.

Knowledge, Education, Experience and Key Attributes

Essential

- Tertiary qualifications in health, management or social sciences
- High level interpersonal skills including Communication and negotiation skills
- Ability to lead a team
- Project management skills
- Ability to multi-task and work under pressure
- Provide high level strategic advice (to board and CEO)
- Represent the organisation
- Experience in change management processes
- Business acumen – ability to manage budgets and participate in complex budgeting processes

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Delivering local health solutions through general practice

- Understanding of the business and process of the government
- Understanding of the health care environment, including the primary health care sector

Key Responsibilities

Program management and oversight

- Ensure all program activity is delivered in accordance with project management principles
- Ensure the appropriate resources, both financial and human are allocated to deliver on key contracts
- Manage staffing – performance review, professional development etc.

Negotiation of key contracts for program funding

- Negotiate contracts with funders, such as the Dept of Health and Ageing
- Ensure contract management milestones are delivered
- Oversight all of AGPN's member contracts – and the development of new schedules for funding
- Liaise with and represent AGPN to current and potential funders

Planning

- Exec team member
- Participate/provide leadership in strategic and business planning processes

Liaison and Representation

- Develop and enhance member relationships
- Represent the company at all levels to ministers, government, state and national forums as directed
- Present the company's views at formal and informal presentations, events and meetings
- Build strategic alliances
- Chair meetings and national committees

Quality Assurance (QA)

- Executive team member – leads QA and ongoing Continuous Quality Improvement (CQI)

Selection Criteria

Candidates should include a paragraph addressing each of the essential criteria individually, along with information about their educational qualifications.

Reporting Relationships

Supervisor:	CEO
Direct Reports:	Principal Network Advisers (x10)

Terms of Employment and Remuneration

- The COO will be appointed initially to 30 June 2012. Continuation is subject to ongoing funding from the Department of Health and Ageing.
- Salary will be negotiated commensurate with skills, experience and qualifications.

- **Superannuation** benefits will be in accordance with the provisions of Federal Superannuation Guarantee legislation. Flexible remuneration packaging will also be offered.
- The COO will be required to undertake some work outside of standard hours. No overtime will be paid. It is expected that the position will require some inter and intra-state travel.

How to Apply

Please forward your resume, a covering letter and contact details for three referees.

By Email: mconroy@agpn.com.au

By Mail: PO Box 4308
Manuka ACT 2603

Applications close: Friday 27 August 2010

For further information please contact David Butt CEO on 02 6228 0816 or dbutt@agpn.com.au

Website: www.agpn.com.au

PRIDE: Our values in action

Our values guide the way in which we work together – internally and externally – for the greater benefit of AGPN, the General Practice Network, and the health and well being of the people of Australia. We act and relate with **PRIDE** in all that we do.

- **Passion:** we are passionate about our purpose and the contribution we can make to improve the health and wellbeing of the Australian community through the General Practice Network. This is demonstrated in the way we approach our day to day, and longer term, tasks and responsibilities.
- **Respect:** recognises the value and dignity of every person who associates with us. It is our responsibility to treat all with whom we come into contact with justice and compassion no matter what the circumstances, and we are prepared to stand up for what we believe and challenge behaviour which is contrary to our values.
- **Integrity:** demonstrates that we are open and honest in the way we deal with each other and with others, that we accept responsibility and differences of opinion, are willing to share information and knowledge, and display loyalty and commitment in our roles.
- **Daring:** recognises that we act with courage, that we are willing to take or seek out risks in the interests of the overall good of the organisation and those we are here to serve, and that we are bold and adventurous in our ideas, our approaches, and our execution of actions.
- **Excellence:** recognises we are responsible for ensuring a high performing organisation which has a focus on continuous improvement and quality; developing the skills, competencies and talents of those who work for AGPN; caring for the environment; and handing on a sustainable legacy to those who come after us.

