



Australian General Practice Network

Principal Network Adviser Chronic Disease Prevention and Management

Prevention of Type 2 Diabetes Program

January 2010

The Australian General Practice Network (AGPN) is a national Canberra based organisation established in 1998 to support 110 general practice networks and eight state based organisations throughout Australia.

AGPN is funded under the Divisions of General Practice Program, and 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 mission is to improve the health and wellbeing of communities and individuals by providing national leadership and support through the General Practice Network. We strive to become a cohesive high performing Australian general practice network that is the essential regional and local infrastructure for integrated primary health care delivery. AGPN has three key result areas: national leadership and advocacy (KRA1), Network capacity and performance (KRA2) and member engagement (KRA3).

AGPN's team comprises core administrative staff, policy advisers, principal network advisers and network support officers (approx 30 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

The Prevention of Type 2 Diabetes Program is a Commonwealth Initiative under the Council Of Australian Governments (COAG) commitment to reducing the disease burden of Type 2 Diabetes in Australia. The Program includes a new MBS item number to prevent or delay the onset of Type 2 Diabetes in people aged 40-49 years of age. Patients who are at 'high risk' are eligible to be referred to accredited, subsidised lifestyle modification programs (LMPs). A typical LMP runs for six months and provides patients with information on making and maintaining positive lifestyle changes around nutrition, physical activity and weight loss.

Australian General Practice Network Limited

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Delivering local health solutions through general practice

AGPN acknowledges the financial support of the Australian Government Department of Health and Ageing

The Principal Network Adviser (PNA) for the Prevention of Type 2 Diabetes Program is responsible for the national administration of the program, including supporting the rollout of LMPs, working with key partners and stakeholders, maintaining a positive and responsive relationship with the Department of Health and Ageing and coordinating a national network of SBO project officers.

Knowledge, Education, Experience and Key Attributes

Essential

- Demonstrated ability to manage large and complex projects, ideally within a health sector
- Demonstrated high level oral and written communication skills
- Demonstrated ability to inform strategic planning and take a lead role in the development of national primary care and general practice initiatives in chronic disease
- Secretariat skills of a high order, sound ability to write reports, correspondence and other material as required
- Highly developed communication, coordination and liaison skills including a demonstrated capacity to engage with stakeholders, develop partnerships and successfully coordinate and manage a national network.
- Demonstrated ability to exercise judgement and initiative, to determine priorities, organise workload and ability to work independently or as part of a team
- Extensive knowledge of Australian government agenda for chronic disease prevention and management, the general practice environment and the role of the Divisions Network in the primary health care sector.
- An ability to undertake some interstate travel and work outside of standard hours on a needs basis

Desirable

- Tertiary qualifications in a relevant discipline such as health promotion or related health disciplines, social policy or communications.

Key Responsibilities

- Work closely with AGPN's chronic disease prevention and management team and other members of the AGPN team
- Deliver on and administer AGPN contracts, particularly the contract with the Department of Health and Ageing (DoHA) for the Prevention of Type 2 Diabetes Program.
- Subcontract key program deliverables to appropriate partners, including the development and maintenance of an online minimum data set system and development of a national evidence-based LMP.
- Coordinate a national training program for LMP facilitators, including organisation of training materials, scheduling of workshops and recruitment of expert trainers.
- Support, oversee and provide leadership to State Based Organisations (SBOs) in the implementation of the program, including division support models and support of the LMP workforce.

- Organise and manage regular meetings and teleconferences with the CDPM strategy network to progress work being undertaken in chronic disease prevention and management, including diabetes prevention.
- Support and advise the AGPN Chair, CEO and Executive on chronic disease prevention and management issues
- Oversee and ensure the integration of related AGPN programs within the chronic disease prevention and management agenda, including linking with Principal Network Advisers in other program areas.
- Collaborate with relevant national chronic disease stakeholders to promote best practice and evidence-based care and develop policy recommendations to the Department.

Selection Criteria

Candidates should include a paragraph addressing each of the essential criteria individually, along with any of the desirable criteria that may be applicable.

Reporting Relationships

Supervisor:	Deputy CEO
Position:	Principal Network Adviser – Chronic Disease Prevention and Management – Prevention of Type II Diabetes
Direct Reports:	Network Support Officer

Terms of Employment and Remuneration

- The Principal Network Adviser (PNA) will be appointed for a 12 month period. Continuation of employment 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.

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 12 February 2010

For further information please contact Liesel Wett on 02 6228 0800 or lwett@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.