

Position	Project Officer Business Capability Development Mission Health	
Key Requirements (Qualifications, Skills, Knowledge and Experience)	<p>Essential Qualifications/Experience:</p> <ul style="list-style-type: none"> • Relevant qualification e.g. Business Administration • Minimum of 3 years’ experience in a similar position • Demonstrated skills in business analysis and business capability development • Good time management skills • Ability to work with a diverse team • Experience with MS Office suite • National Police Check is required for all roles at LCM <p>Desirable Qualifications/Experience:</p> <ul style="list-style-type: none"> • Experience or demonstrated capacity to work in an organisation adopting a Christian ethos. • Knowledge of the primary health care system in Tasmania 	
Summary of Role (inc. Role Purpose)	<p>The position is required to undertake business development and analysis tasks to increase the business capability of Mission Health and LCM in the primary health care space.</p> <p>Primarily the Project Officer Business Capability Development will be responsible for: development and documentation of policies and procedures, business analysis and reporting.</p>	
	Key Responsibilities	Key Performance Indicators (observable and measurable)
Business Development	<p>Document policies and procedures as identified in relation to efficient and safe management of Mission Health including:</p> <ul style="list-style-type: none"> • Privacy and confidentiality • The use of My Health Record • E prescribing • E referrals • Vaccination clinics • Health care ‘call back’ • Helix medical software and bulk billing • Prescribing and storage of medications • Management of volunteers • Any other policies and procedures as required 	<ul style="list-style-type: none"> • Policies and procedures are documented according to LCM protocols
Business Analysis	<ul style="list-style-type: none"> • Undertake analysis of business that will support sustainable growth and development of the service including recruitment and appropriate use of volunteers • Undertake analysis of primary health care in Tasmania to identify priorities and opportunities for future growth e.g. Tasmanian Immunisation Program 	<ul style="list-style-type: none"> • Business plan is completed • Opportunities for growth and expansion are identified and documented • Opportunities for service integration are identified and documented

	<ul style="list-style-type: none"> Identify opportunities for integration of Mission Health into the local service system inclusive of preventative health screening 	
Administration and reporting	<ul style="list-style-type: none"> Provide Primary Health Tasmania with reports as per agreed template within a timely manner Complete all internal reporting requirements as appropriate 	<ul style="list-style-type: none"> Reports are delivered in a timely manner and to an acceptable standard
WHS	<ul style="list-style-type: none"> Complete risk assessment documentation Ensure safe work practices are always followed Operate with a Duty of Care for self, colleagues, and clients Operate within the organisation's WHS policy and guidelines Maintain professional boundaries in line with policy 	<ul style="list-style-type: none"> Hazards are detected and reported WHS policy and guidelines are followed Professional boundaries are maintained Employee reports feeling adequately supported
Learning and Innovation	<ul style="list-style-type: none"> Maintain an up-to-date knowledge of the resources available Participate in ongoing personal and professional development Participate in performance reviews 	<ul style="list-style-type: none"> Resource knowledge is up to date Shows initiative in identifying training and professional development opportunities Performance reviews are completed

LAUNCESTON CITY MISSION VALUES

Faith	We have confidence that ethical actions will bring good results
Justice	We take personal responsibility to uphold what is pure, right and true
Compassion	We invest whatever is necessary to heal the hurts of others
Flexibility	We are attentive and responsive to the changing needs in our community
Enthusiasm	We work with passion and commitment to achieve our goals