


Position Description

JOB TITLE	Commissioning Coordinator
REPORTS TO	Contracts & Relationships Manager
CONTRACT TYPE	Fixed Term Contract
ORGANISATIONAL CONTEXT	
<p>Our employees are supported to utilise the breadth of their skills and expertise in achieving the organisation's goals.</p> <p>Our employees are community focussed, embrace change, are agile and are solution focused.</p> <p>Our employees are committed to our organisational values that guide our decision making and behaviours.</p>	
POSITION OBJECTIVE	
<p>As the interface between WentWest and our health service providers this role is responsible for coordinating activities to deliver a high-quality service for contracted providers and the residents of Western Sydney. With a focus on stakeholder engagement the role will ensure timely and accurate contract monitoring, management, and evaluation across a diverse portfolio of commissioned services.</p>	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> • Maintain open, ongoing engagement and multi-channel communication with all stakeholders in the effective design and management of commissioned contracts. • Facilitating performance monitoring and compliance evaluation, of service providers and their contracts, to ensure all internal and external requirements are met, e.g. effective and timely reporting on key data and operational information to funders & management • Accurately extract, collate and upload appropriate service data (including Folio, MDS, Excel and related software) as required to meet contractual and reporting requirements, and use this information to analyse and interpret provider performance, trends, and risks, as requested • Regular provider site visits, audits & meetings to support the delivery of provider contracts • Maintain oversight of the invoice process to ensure providers are paid on time and accurate records are maintained • Providing timely, accurate agendas, minutes, reports, presentations, • Work with all stakeholders to ensure productive relationships with providers • Coordinate activities and actions prioritised from planning and commissioning meetings, demonstrating proactive delivery through the use of project management tools and methodologies • Ensure the most appropriate tools are used for different types of contracting and procurement activities 	

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- Ensure “best practice” processes across all areas of responsibilities.
- Comply with the organisations policies and procedures!
- Ensure the safety of yourself and others in line with the organisations WHS policies and procedures and the Workplace health and safety Act 2011
- WentWest is an organisation of continual improvement. The role scope described is intended as a guide to the responsibilities and outcomes. The position description may change following consultation with position incumbent.

MANAGEMENT SYSTEM

- Ongoing compliance with Quality System requirements.
- Responsible for ensuring that all documents that are part of the WentWest management system and assigned to this position are reviewed and updated in accordance with the Control of Documents and Records Policy.

ADDITIONAL REQUIREMENTS AND TRAVEL REQUIRED

- Some out of hours work on evenings and weekends may be required e.g. attendance at community forums, or meetings
- Some travel across Western Sydney to visit stakeholders will be required

PRE-APPOINTMENT REQUIREMENTS

- Right to work in Australia documents (Passport, or Birth certificate with 100 points of ID)
- Certification of any tertiary qualifications and professional memberships
- National Police check completed in the last 6 months.
- Working With Children Check
- Verification of double vaccination against COVID-19 in accordance with WentWest’s mandatory COVID-19 Vaccination Policy

QUALIFICATIONS

- Desirable Tertiary qualifications in health, social science, business, or equivalent experience

SKILLS AND EXPERIENCE

Essential

- 2-5 years’ experience in a coordinator planning or projects or programs or contract coordination role
- Strong inter-personal skills, with the ability to build relationships.
- Ability to collaborate and work as part of a team
- Ability to work within an environment managing multiple priorities, time pressures and deadlines.
- Experiencing reviewing contract documents
- Attention to detail and ability to work to deadlines.
- Compliance with WentWest’s mandatory COVID-19 Vaccination Policy requiring double vaccination against COVID-19

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Desirable

- Knowledge of the Australian health system
- Knowledge of procurement or contract management

WENTWEST VALUES - behaviours and ways of working the organisation sees as critical

Creativity – challenge convention

Leadership – Inspire action

Equity – actively overcome barriers

Excellence – be the best we can be

Respect – understand others

COMPETENCIES REQUIRED FOR THE ROLE

ACCOUNTABILITY - Holds self-accountable and can be relied upon to ensure that project within areas of responsibility are completed in a timely manner. Builds an understanding of the internal and external environment in order to deliver work in a highly effective and professional manner

Skills to be demonstrated through performance:

- Plans and organises - Level 3
- Demonstrates personal and professional accountability – Level 3
- Works within risk, finance and governance framework – Level 3

COLLABORATION AND TEAMWORK- Willingly cooperates and works collaboratively with internal colleagues and external partners and stakeholders in order to accomplish organisational/team/project/program objectives

Skills to be demonstrated through performance:

- Works collaboratively - Level 3
- Demonstrates commitment to the team – Level 4
- Builds collaborative partnerships – Level 3

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COMMUNICATION - Effectively communicates to promote understanding and support informed discussion with internal colleagues and external partners and stakeholders, providing timely delivery of information and selection of the most appropriate method of communication

Skills to be demonstrated through performance:

- Communicates Clearly and concisely – Level 3
- Influences and negotiates – Level 3
- Works to reconcile to diverse views – Level 3

CUSTOMER FOCUS - Capacity to identify and anticipate the needs of both internal and external customers and deliver the defined range of services so as to meet and exceed customer expectation while optimising the organisation's interests.

Skills to be demonstrated through performance:

- Identifies and responds to client needs – Level 3
- Maintains relationships – Level 3
- Strives for continuous improvement – Level 3

INITIATIVE – Evaluates, selects and acts on various methods and strategies for solving problems and meeting objectives before being asked or required to do so; explores alternatives and responds to challenges with innovative solutions.

Skills to be demonstrated through performance:

- Reacts to change and Improvement - Level 3
- Displays initiative and identifies innovative solutions- Level 3

Leadership competencies

STAKEHOLDER MANAGEMENT - Understands the diverse needs and agenda of various stakeholders and seeks to build and manage strategic alliances and collaborative arrangements through partnerships to advance the objectives of the organisation.

Skills to be demonstrated through performance:

- Understands organisational structure and relationships – Level 3
- Builds relationships and partnerships – Level 3