

Position Description

JOB TITLE	Commissioning Coordinator
REPORTS TO	Contracts & Relationships Manager
DATE	August 2022
CONTRACT TYPE	Fixed Term Contract
POSITION OBJECTIVE	
<p>To deliver a high-quality service for contracted providers and residents of Western Sydney, working as an integral member of a close-knit team, demonstrating leadership through proactive relationship building with stakeholders, and timely, accurate contract monitoring, management & evaluation across a diverse portfolio of commissioned services.</p>	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> • Deliver high quality, proactive contract management activity, through a variety of strategies, including site visits, audits & meetings, developing timely, accurate agendas, minutes, reports, presentations, as required; maintain open, ongoing engagement and multi-channel communication with all stakeholders to support WentWest in the effective design and management of commissioned contracts • 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 • Drive delivery of reports, and facilitate performance monitoring and compliance evaluation, of service providers & 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 • Maintain oversight of the invoice process to ensure providers are paid on time and accurate records are maintained • 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 • 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 	
QUALITY SYSTEM	
<ul style="list-style-type: none"> • Ongoing compliance with Quality System requirements. 	

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- Responsible for ensuring that all quality documents (held in quality document repository) identified as being authored by my role are reviewed and updated within the required timeframe, as assigned by the quality team or my manager

ADDITIONAL REQUIREMENTS AND TRAVEL REQUIRED

- Some out of hours work on evenings and weekends may be required eg 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

QUALIFICATIONS

- Tertiary qualifications in health, social science, business or similar

SKILLS AND EXPERIENCE

Essential

- 3 years' experience in a project or program coordination role (or similar)
- Effective communication, stakeholder relationship and engagement skills
- Ability to work within an environment managing multiple priorities, time pressures and deadlines
- Experiencing reviewing financial documents and attention to detail
- Advanced level computer skills – MO suite and electronic databases

Desirable

- Knowledge of the Australian health system
- Knowledge of and experience of Folio would be an advantage
- Knowledge of commissioning or contract management