Position Description

Position title:	Vision Initiative Project Lead (PHN Implementation)
Reports to:	Vision Initiative Program Manager
Position FTE: 1.0	**Employment type:** Fixed term
Proposed Start date: ASAP	**End date**: 30 June 2022.
Date PD Prepared:	November 2021

Organisation overview

Vision 2020 Australia is the national not-for-profit peak body working in partnership to prevent avoidable blindness and improve vision care in Australia. We represent around 45 members involved in local and global eye care, health promotion, low vision support, vision rehabilitation, eye research, professional assistance and community support.

For more information visit: www.vision2020australia.org.au

The Vision Initiative

The Vision Initiative is an integrated health promotion program funded by the Victorian Government and managed by Vision 2020 Australia, which aims to prevent avoidable blindness and vision loss in Victoria. Since its establishment in 2002, the Vision Initiative has worked to deliver activity to promote the importance of regular eye tests and the value of low vision services to Victorian health networks and the Victorian community.

For more information visit www.visioninitiative.org.au

Organisational Values

Integrity

We are trusted and reliable and those that rely upon us have confidence in our motives and abilities.

Open and collaborative

We are transparent and seek opportunities to work together.

Diversity and respect

We embrace the diversity of everyone we work with and respect their contributions.

Creativity

We seek new opportunities and approaches to our work, and are open to new ideas and ways of working.

Continuous learning and Improvement

We continually seek to learn and improve, and share that learning.

Accountability

We work in the best interests of our members and stakeholders and follow through on our commitments.

About this role

This role forms part of a small team and is responsible for priority projects and supporting ongoing collaboration with members and other organisations. The Vision Initiative Project Lead (PHN Implementation) will be responsible for:

- Based on findings of a small pilot, design and development of a project to improve primary health care professionals understanding of eye health and vision care

- Build relationships with Victorian Primary Health Networks to support implementation of a prevention of vision loss model

- Liaison and collaboration with the Department of Health in establishing and running the project

- Collecting data, analysing and evaluating the PHN Implementation project.

- Supporting other Vision Initiative health promotion projects.

This position works as a senior member of the Vision Initiative team and is responsible for delivering high level, strategic projects and partnerships, and health promotion activity for the Vision Initiative. This role reports to the Vision Initiative Program Manager.

Key Selection Criteria

Key roles and responsibilities

Qualifications and experience

- Degree in public health, health sciences, health education, health promotion or other related fields.

- Experience working within or alongside PHNs.

- Experience in establishing engagement programs and delivering agreed outcomes.

Knowledge and expertise

- Sound understanding of Primary Health Networks and their scope and roles

- Sound understanding of health promotion principles.

- Sound understanding of the social determinants of health.

- Experience in cross-organisational engagement to progress goals.

- Strong understanding of project management and evaluation principles and tools.

- Experience communicating with health professionals.

- Experience using online project management tools.

Skills and abilities

- Excellent written and verbal communication skills.

- Strong relationship management skills.

- Problem solving skills and the ability to identify and professionally deal with issues as they arise.

- Analytical and research skills with the ability to interpret data to translate into health promotion activity.

- Excellent time management skills and the ability to manage multiple tasks to timelines.

Personal characteristics

A flexible and adaptive team player who can respond to the changing needs of the program. A self-driven motivated person with a positive 'can do' attitude who thrives in a fast-paced work environment.

Other relevant information

- Working knowledge of MS Office suite of products.

- Knowledge of eye care and/or the broader health sector will be highly regarded. Experience in working with government funders will also be highly regarded.

- Aboriginal and Torres Strait Islander people are encouraged to apply.

Key Accountabilities	Key Tasks
Program design, implementation and communications	• Manage a project involving liaison and engagement with Victorian Primary Health Networks • Work with PHNs to implement a series of initiatives designed to increase eye testing rates, referrals for eye testing, education and support to general practice about eye health and vision care
Relationship management	• Maintain collaborative working relationships with stakeholders to effectively and efficiently deliver Vision Initiative activities • Identify opportunities to develop relationships with new stakeholders, with the purpose of implementing Vision Initiative activities
Evaluation and reporting	• Provide ongoing analysis, evaluation and input on Vision Initiative activity including support and coordination of data collection, analysis of overall program activity and drafting of performance reports
Team	• Complete daily organisational tasks efficiently, aligning tasks and approach to maximise impact and achievement of agreed program KPIs • Support the Program Manager in their leadership of the team and overall program management, acting as their delegate as/where required • Contribute to Vision 2020 Australia processes and tasks to ensure effective operations and forward planning and that KPIs and milestones are met • Assist with ad hoc organisational tasks and projects as required.