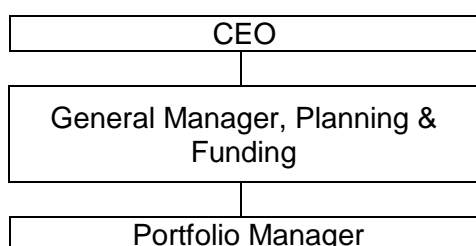


POSITION DESCRIPTION

Job Title:	Portfolio Manager
Position No:	15910-007
Work Unit:	Planning & Funding Team
Responsible To:	General Manager, Planning & Funding
Responsible For:	Nil
Position Purpose:	This job exists to: <ul style="list-style-type: none">- manage the District Health Board's planning and funding relationship with health providers in the Bay of Plenty and to ensure that provider contracts are managed within agreed budgets.- select providers, manage and monitor provider contracts, and manage risks within contracts.- contribute to and carry out intent of the District Strategic Plan.
Date:	October 2009

Organisation Context:



The Bay of Plenty District Health Board:

The District Health Board's fundamental purpose is to work within the resources allocated to it to improve, promote and protect the health of the whole population within its district, and to promote the independence of people with disabilities.

The Bay of Plenty District Health Board

Vision: Healthy, thriving communities

Mission: Enabling communities to achieve good health and independence and ensure access to high quality services.

Values: Cultural values, trustworthiness, accountability and commitment, communication, flexibility, integrity, good employer.

Key Outcomes:

- Improved access and inclusiveness
- Effective, responsive health programmes
- Improved Maori health and independence to reduce disparities
- Improved health and independence for children and families
- Healthy, independent and dignified ageing

Functional Relationships:

External

Contracted and potential providers
 Ministry of Health
 Other DHBs
 DHBNZ
 HealthShare
 Health PAC
 Regional and National forums
 Bay of Plenty Maori Health Runanga
 Bay of Plenty Iwi
 Consumers and Community Groups
 Local Authorities
 Other Governments Agencies

Internal

Planning and Funding Team
 GM Planning and Funding
 GM Maori Health Planning and Funding
 Statutory Committees - CPHAC / DSAC
 Maori Health Planning and Funding
 Information Management Team
 BOP District Health Board Staff

Key Achievement Areas:

The position of Portfolio Manager encompasses the following major functions or Key Achievement Areas:

- ❑ Planning and Service Development
- ❑ Relationship Management - Internal and External Providers
- ❑ Contracts Management and Monitoring

The requirements in the Key Achievement Areas are broadly identified below:

Jobholder is accountable for	Jobholder is successful when
<p>1 Planning and Service Development</p> <ul style="list-style-type: none"> ❑ To provide input into the development of the District Strategic and Annual Plans. ❑ To understand service and planning issues; specifically principles of access, acceptability, safety and risk management. ❑ To understand provider issues of capability, capacity, reconfiguration. ❑ To understand changes to service delivery – levels of service, quality and location. ❑ To provide a regional and national perspective to the BOPDHB strategic planning process. 	<ul style="list-style-type: none"> ❑ BOPDHB Strategic and Annual Plans reflect input from Planning & Funding Team Portfolio Managers. ❑ Full analysis of prioritisation criteria undertaken when service reviewed. ❑ Robust submissions made to Funding Management Committee utilising prioritisation criteria.

Jobholder is accountable for	Jobholder is successful when
<p>2 Relationship Management</p> <ul style="list-style-type: none"> ❑ To effectively manage relationships with health providers, including those of other DHBs. ❑ To work co-operatively with the Maori Health team and the Planning and Service Development Team to understand the needs of the Bay of Plenty community. ❑ To establish and maintain effective working relationships with the Funding Management Committee, Ministry of Health, other DHB funder units, DHBNZ, non government organisations and other relevant organisation and agencies. 	<ul style="list-style-type: none"> ❑ Health providers are informed of BOPDHB on national and local activities that impact on their contracts and services. ❑ Collaboration between providers occurs resulting in the minimisation of any competitive tendering processes being required. ❑ Strong relationships exist within the Planning & Funding team that enable co-ordinated team efforts in planning and funding health service provision for the Bay of Plenty communities. ❑ Relationships with health providers and DHB colleagues reflect understanding of service and planning issues (access and accessibility), provider issues (capability, capacity, reconfiguration), changes to service delivery (levels of service, quality, location). ❑ A consistent approach is maintained, both regionally and nationally, and duplication of processes is minimised where this is consistent with strategic planning processes, eg Section 88 notices, regional RFPs. ❑ Good working relationships are maintained with other agencies, and clear working guidelines established. ❑ Representation of BOPDHB and the region at regional and national forums is undertaken, and agreed positions are put forward. In addition, the BOPDHB position is represented at Midland forum. ❑ Representation of the Planning & Funding perspective to local groups and statutory sub-committees is undertaken in a professional and constructive manner, resulting in a clear statement of the Planning & Funding perspective.

Jobholder is accountable for	Jobholder is successful when
<p>3 Contract/Funding Management and Monitoring</p> <ul style="list-style-type: none"> ❑ To negotiate funding agreements in line with accepted legal practice and organisational policies and processes. ❑ To monitor provider reporting and evaluate provider performance against their funding agreement. ❑ To integrate quality, safety and accreditation principles, consistent with the DHB's frameworks, into funding agreements. ❑ To manage the provider complaints process effectively and to respond to any breach of quality and safety immediately. ❑ To monitor and oversee the payment of providers process. ❑ To ensure an efficient contracting process, including management of tendering process through to contract signing. ❑ To manage disinvestment processes whilst maintaining safe and appropriate delivery of services to clients. 	<ul style="list-style-type: none"> ❑ Funding agreements result in service priorities and objectives identified in the District Strategic Plan being delivered within the funds BOPDHB have available and where appropriate follow national guidelines and purchase units. ❑ Provider reporting is received on a timely basis and reviewed against contracted throughputs. Resolution of any issues in performance against contract sought. ❑ All funding agreements reflect compliance with principles of quality, safety and accreditation consistent with the DHB frameworks. ❑ Complaints and incidents regarding providers are investigated and resolved in a timely and appropriate manner, which may include referral to an external party. ❑ Provider breaches of quality and safety are minimised and in the event of occurrence, are dealt with appropriately. ❑ To ensure payments to providers are monitored and authorised highlighting any discrepancies to GM Planning & Funding. ❑ The process from agreement of terms with a provider through to execution of funding agreement is completed in a timely and efficient manner.

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.

Person Specification:

Qualifications

Essential

Tertiary qualification

Preferred

Health professional qualification

Post graduate management qualification

Contract law

Project management

Experience

- Experience in the health and disability sector at management level
- Project management experience eg can demonstrate 5 significant projects worked through to successful completion
- Relationship management experience eg previous contracts management experience
- Financial management skills
- Working knowledge and application of current health sector and related legislation
- Leadership ability at management level eg project management at a national level
- Demonstrated understanding of risk management principles and practice
- Demonstrated understanding of Quality Improvement and Management principles and practice

Others

- Knowledge and understanding of principles and application of Treaty of Waitangi
- Self driven ie capacity to work independently - must be able to work independently with in parameter mandated by the Funding Management Committee structure, but which allow a large degree of independent responsibility for interpretation and application eg one on one negotiations with providers
- Conflict resolution skills

This section may be copied directly into the Performance Development forms (Part 4A – Job-Specific Skills).

Key Behaviours

All Board staff are measured against the following Key Behaviours as part of Performance Development:

- Commitment/ Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership (Supervisors/ Managers, optional for others)
- Strategic Perspective (Management only)