



Position Description

Position Title	Branch Manager, National Program Delivery
Classification	SES B1
Location	Brisbane/Canberra/Sydney
Division	Programs, Policy & Engagement Division

About the Australian Digital Health Agency

The need for a connected healthcare system is greater than ever – one that’s accessible, progressive and secure. Better use of data and technology is helping people live healthier lives, with greater control and better access to important health information.

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the National Digital Health Strategy for Australia, the [Australian Digital Health Agency](#) (the Agency) commenced operations on 1 July 2016.

The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation, clinical quality, and safety. Our focus is on getting data and technology to work for patients, consumers and the healthcare professionals who look after them.

Our vision

A healthier future for Australians through connected healthcare.

Our vision for reconciliation in digital health is grounded in respect, recognition and empowerment.

Our mission

To create a collaborative environment to accelerate adoption and use of innovative digital services and technologies.

Our values



Working together
collaboratively



Respect and
trust



Transparent



Accountable



Innovative

Our Flexible Work Environment

The success of the Australian Digital Health Agency depends on the ability and opportunity of each individual team member to deliver projects and work outcomes.

The Agency is committed to creating conditions for high performance which includes taking a holistic view of the needs of individuals, while also creating opportunities to build connections and collaborate in ways that support face-to-face and virtual work environments.

Our people are expected to lead and operate in hybrid teams, working from a variety of geographic locations, in a way which builds capability, cohesiveness, productivity and is consistent with Agency culture. We have a principles-based Flexible Working Arrangements Policy and Workforce Strategy to support this way of working.

Division overview

Policy, Programs & Engagement Division - responsible for informing policies, managing external stakeholder relationships, and being the place of excellence for driving national programs, portfolio priorities and outcomes.

Roles and Duty Overview

The Branch Manager, National Program Delivery, is responsible for driving the delivery of digital health programs and services, ensuring programs are planned and delivered to support the digital enablement of priority policy reforms in the health sector, and that they align with the National Digital Health Strategy and the Agency's Workplan. The Branch Manager, National Program Delivery, is a highly visible executive-level leader within the Agency and with external Government and industry stakeholders.

Reporting to the Chief Program Officer, the Branch Manager will:

- Lead and manage a positive, high performing team of skilled team Program Directors, Program and Project Managers who work collaboratively across the Agency in a matrix structure, and with key partners, including the Department of Health and Aged Care to develop and deliver digital health programs, in line with the Agency's values.
- Translate the Government's priorities and the Agency's strategy, into multi-year strategic digital health programs and projects, which can be delivered successfully, while creating a shared understanding of what needs to be achieved and ensuring benefits are achieved for healthcare consumers, providers and industry.
- Lead the implementation and delivery of programs in consultation with industry and government stakeholders, with an understanding of health policy.
- Contribute to the co-design of planning and delivering activities to ensure practical delivery of outcomes for consumers and clinicians.
- Have a clear understanding of the Commonwealth Budget Framework.
- Represent the Agency in inter-governmental and industry forums and champion digital programs and digital health solutions that ensure key health information is available whenever and wherever it is needed.
- Ensure future Agency programs align with policy objectives in the broader National Digital Health Strategy and leverages the investment in existing Agency products such as My Health Record, the national digital health infrastructure and in new products.
- Build and maintains effective relationships with senior leadership in the Agency and within the portfolio

and acts as a trusted strategic advisor on digital program matters.

- Foster collaboration, strategic alignment and integrated planning and execution across multiple functions in a high paced matrixed organisation.
- Work collaboratively across the Division and Agency to deliver Agency and government strategic objectives, with a focus on delivery of the National Digital Health Strategy and cross-government priorities.

Core Selection Criteria

The criteria outlined in the SES Band 1 [Integrated Leadership System](#) and [Work Level Standards](#) are applied when selecting for Senior Executive Service (SES) positions within the Australian Digital Health Agency and the Australian Public Service (APS). When considering applicants, Selection Advisory Panels will seek evidence of performance against each of the criteria. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Responsibilities of all SES Employees

In addition to meeting the core selection criteria and adhering to the [Secretaries Charter of Leadership Behaviours](#), the following criteria also applies:

- providing leadership within the Agency and the broader APS, characterised by a high level of accountability for outcomes and a commitment to working in a collegiate manner across all levels of government.
- enabling and motivating staff to achieve high performance by creating a shared vision and sense of the Agency's purpose, and empowering staff to engage with risk.
- modelling professional integrity and ethics through the active promotion of workplace practices and behaviours consistent with the Public Service Act 1999 and the Australian Public Service (APS) Values and Code of Conduct including managing actual and perceived conflicts of interest.
- providing high quality policy advice to government and implementing government programmes.
- delivering programmes and projects on budget and on schedule and in a manner that achieves the outcomes they were designed to deliver and being accountable for those outcomes.
- ensuring appropriate controls are in place to support compliance with legislation and promote a culture where changes in the legislation are communicated and non-compliance is addressed.
- ensuring the probity of all financial transactions in accordance with the Public Governance, Performance and Accountability Act 2013 and the Agency's financial delegations; and
- ensuring compliance with all relevant legislation including the Work Health and Safety Act 2011 and Agency policies.

Essential requirements

Ability to obtain and maintain a Neg Vet 1 security clearance with the ability to obtain and maintain a higher clearance if required by the Agency

Ability to obtain and maintain national police check.

Australian Citizenship is a condition of eligibility.

Qualifications

Tertiary qualifications in health, business, IT or similar and/or a minimum of 8 years working in an APS program delivery environment is highly desirable.

Governance and stakeholder engagement skills or experience including in aged care, medication management, medicines safety, diagnostic imaging, pathology, preventive health and primary care would be beneficial.

Working in the APS

Australian Public Service (APS) Values guide us through our working lives, setting expectations for shared behaviour that keep our workplace harmonious and productive. The values are also a promise to the people of Australia that we can be trusted to act with integrity, in their service and in accordance with the Public Service Code of Conduct.