

Lighthouse Hospital Project Coordinator



Title: Lighthouse Hospital Project Coordinators (3 roles)	Team: Heart Health and Research	Position type: Full-time, fixed term to 30 June 2019
Reports to: National Project Manager, Lighthouse Hospital Project	Company: National Company	Hours per week: 37.5 (Negotiable)
Grade: 6	Location: Melbourne	Effective date: January 2017

ORGANISATIONAL CONTEXT

The Heart Foundation is an independent charity whose purpose is to reduce premature death and suffering from heart, stroke and blood vessel disease. As a federation of nine companies (a national company and eight state/territory divisions) we work together to deliver our national strategy, *For All Hearts 2013-2017* under the auspice of a Federation Agreement and guided by our shared organisational values: Visionary, Dynamic and Collaborative; Integrity; and Passionate.

The National Company is comprised of the Chief Executive Officer’s office and four business unit Corporate Services; Revenue and Brand; Advocacy; and Heart Health and Research.

The National Heart Health and Research team supports the achievement of the goals of the national *For All Hearts strategy 2013-2017*. This includes cardiovascular research; improving access to a healthier food supply; active living programs; early recognition and detection of heart attack; improved access and better management of heart disease. Our work has a strong focus on addressing health inequity among Aboriginal and Torres Strait Islander peoples, and those who from culturally and linguistically diverse and low socio-economic backgrounds.

Lighthouse Hospital Project

The Lighthouse Hospital project (Phase 3) is a three year, \$7.9m initiative, funded by the Australian Government Department of Health, to be delivered by the Heart Foundation in partnership with the Australian Healthcare and Hospitals Association (AHHA).

The project aims to improve the care, experience and health outcomes of Aboriginal and Torres Strait Islander patients experiencing Acute Coronary Syndromes (ACS).

The project builds on a Quality Improvement Toolkit that was developed and tested in eight pilot hospital sites, focusing on four domains – Governance, Cultural Competence, Workforce and Care Pathways. Phase 3 will extend the project to 18 hospitals across Australia, and further aim to integrate services and communication among hospitals, local Community Controlled Health Organisations, Indigenous patients and communities, primary health networks and health professionals.

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Position Purpose:

The Lighthouse Hospital Project Coordinators will manage the day to day support for the development, implementation and evaluation of the Lighthouse Hospital Project (Phase 3) in approximately six hospital sites each. The Coordinators will support the development of local and state-based project partnerships and work as part of a national project team of five to drive sustainable change in acute settings to improve cardiac care and outcomes for Aboriginal and Torres Strait Islander peoples. Regular interstate travel will be required.

Key Accountabilities		
Accountabilities	Major Activities	Outcomes
Project Governance	<ul style="list-style-type: none"> Participate in and contribute to regular Project Steering Committee meetings 	<ul style="list-style-type: none"> Project Steering Committee is provided with appropriate input and advice as required.
Project implementation	<ul style="list-style-type: none"> Undertake tailored quality improvement (QI) training to be able to support allocated hospitals to implement the toolkit: 'Improving health outcomes of Aboriginal and Torres Strait Islander peoples with acute coronary syndrome' Support the delivery, continual monitoring, reporting and evaluation of all project plans and activities across allocated hospital sites Participate in hospital project governance group meetings, ensuring Aboriginal and Torres Strait Islander representation. Establish and coordinate monthly teleconferences with each hospital site Coordinate hospital site visits (2-4 per annum) Support the delivery of tailored initial QI 	<ul style="list-style-type: none"> Delivery of agreed outcomes and milestones on time and on budget in accordance with Department of Health funding agreement Individual hospital sites and their local partners are well supported to achieve agreed deliverables and milestones Project sites provide all requisite qualitative and quantitative data to inform project evaluation Project development and implementation is informed by the input of Aboriginal and Torres Strait Islander peoples

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	<p>training workshops for project teams at each allocated hospital site (May-July 2017)</p> <ul style="list-style-type: none"> • Support the delivery of two national Lighthouse workshops (Dec 2017, Feb 2019) 	<ul style="list-style-type: none"> • Individual hospital sites participate in and benefit from mandatory training and workshops
Project reporting	<ul style="list-style-type: none"> • Provide regular summaries of progress, achievements and issues in allocated hospital sites • Contribute to progress, financial and evaluation reports for external funding bodies and internal governance/management bodies 	<ul style="list-style-type: none"> • High quality, timely information is provided on each project site • Challenges and risks are appropriately identified and managed • External and internal reporting obligations are satisfied
Stakeholder Engagement and Management	<ul style="list-style-type: none"> • Develop and implement a stakeholder engagement and management plan, specific to allocated hospitals and associated communities • Establish state-based networks of Lighthouse Hospitals • Facilitate and strengthen relationships between each hospital, local Indigenous communities and organisations and primary health providers. • Identify strategies to collaborate with relevant Heart Foundation State and Territory Divisions throughout the project • Develop and maintain strong working relationships with relevant internal National teams and individuals 	<ul style="list-style-type: none"> • Internal and external stakeholders demonstrate positive awareness and support for the project • Information is shared regularly between members of Lighthouse State networks – including via the Lighthouse Hospital Project online portal • Strong local relationships support project implementation • Heart Foundation Divisions contribute meaningfully to the project and provide support at a local level.
Communications and promotion	<ul style="list-style-type: none"> • Contribute to the development and 	<ul style="list-style-type: none"> • Internal and external communications raise

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	<p>implementation of internal and external communications plans for Lighthouse Phase 3.</p> <ul style="list-style-type: none"> • Provide project updates and content for internal and external Heart Foundation websites and the Lighthouse online portal • Proactively identify and implement local and state-specific project promotion opportunities • Represent the Heart Foundation at relevant forums 	<p>awareness of project aims and achievements</p> <ul style="list-style-type: none"> • Lighthouse Project contributes to broader Heart Foundation Indigenous Health advocacy priorities
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<p>CHALLENGES:</p> <ul style="list-style-type: none"> • Coordinating project engagement and implementation across six hospital sites • Ensuring consistent, quality project implementation within scope across six sites, whilst allowing for local flexibility • Employing a range of strategies to maintain regular communication and engagement with geographically dispersed sites • Coordinating multiple internal and external stakeholders with competing priorities and deadlines • Measuring the impact of Lighthouse activities within and beyond the clinical environment • Embedding Aboriginal and Torres Strait Islander consumer input into project design and delivery • Working within a Federated organisational structure environment 	<p>KEY COMMUNICATIONS:</p> <p>Internally:</p> <ul style="list-style-type: none"> • National Project Manager, Lighthouse Hospital Project • Lighthouse Hospital Project Coordinators and Project Officer • Lighthouse Project Steering Committee • National Programs Manager • National Manager, Data and Evaluation • National Heart Health and Research staff • Heart Foundation State and Territory teams <p>Externally:</p> <ul style="list-style-type: none"> • Lighthouse Hospital sites • Australian Healthcare and Hospitals Association (AHHA) • Quality Improvement partners and training providers • Aboriginal and Torres Strait Islander health state peak bodies • Aboriginal Community Controlled Health Organisations and Medical Services • Primary Health Networks • Australian Government Department of Health
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<p>DECISION MAKING:</p> <p>Independently</p> <ul style="list-style-type: none"> • Day to day support for project implementation at allocated hospital sites • Participation in QI training and national workshops • Coordination of support for regional/state-based Lighthouse Hospital networks • Day to day liaison with key internal staff <p>With input</p> <ul style="list-style-type: none"> • Contribution to project reporting and evaluation • Contribution to project promotion and communication activities • Approval of hospital site implementation action plans and progress reports • Stakeholder relationship management <p>Recommends</p> <ul style="list-style-type: none"> • Project model development/modification • Alternative communications/promotions opportunities • Future options/partnerships for project sustainability 	<p>KNOWLEDGE, SKILLS & EXPERIENCE</p> <ul style="list-style-type: none"> • Tertiary qualification in health-related fields • Experience in the planning, implementation and evaluation of health/health promotion initiatives • Understanding of culturally appropriate healthcare for Aboriginal and Torres Strait Islander peoples • Proven external stakeholder engagement skills and the ability to collaborate across a range of sectors, including government, health and community • Excellent internal stakeholder engagement and management skills within a complex organisational structure • Strong written communication skills including preparation of project monitoring and progress reports, advice and promotional material for a range of audiences • Strong team work ethic and excellent interpersonal skills
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Direct Reports (position titles):	Indirect Reports:	Budget Management:
<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Nil 	N/A

Approval:

Manager	Incumbent
Name:	Name:
Signed:	Signed:

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Dated:

Dated:

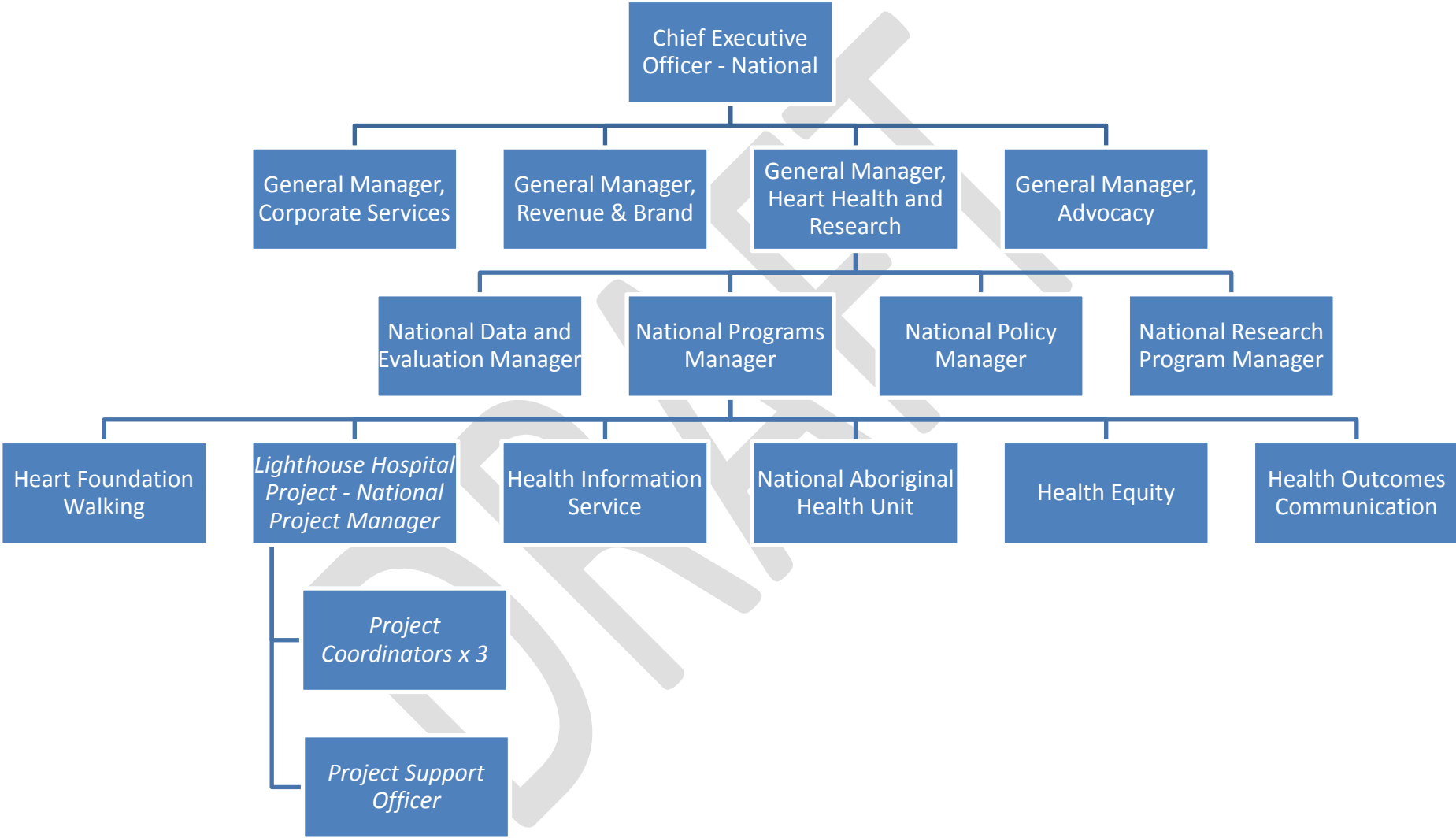
Contact:

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DRAFT

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ORGANISATIONAL CHART



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