

Position Description

Position Title	Safer Together Program Coordinator
Position Number	30010598
Employment Period	July 2026 – 30 th June 2027 (Fixed term)
Division	Chief Executive Office
Department	Loddon Mallee Local Health Services Network
Enterprise Agreement	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 - 2025
Classification Description	Administrative Grade 7
Classification Code	Dependent upon qualifications and as per relevant EBA
Reports to	Executive Director, Loddon Mallee Local Health Service Network and Quality Director – Health Service to be confirmed
Management Level	Tier 3 - Business Manager
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Drivers Licence • Immunisation Requirements

The Loddon Mallee Local Health Service Network

The Loddon Mallee Local Health Service Network was established on 1 July 2025 by the Victorian Department of Health to strengthen collaboration among health service providers and improve health service delivery across the Loddon Mallee region.

The strategic priorities being focused over the next three years (2025-2028) are:

- Improving access and equity of care
- Enhancing workforce support with collaborative planning
- Focusing on quality and safety and
- Optimising efficient resource use.

More information about the Victorian LHSN can be found: [Local Health Service Networks | health.vic.gov.au](https://health.vic.gov.au)

In the LMLHSN work is underpinned by the following vision and values:

- Vision: Shaping the future of health service delivery to give our communities a great experience throughout the Loddon Mallee region.
- Values: Respect, Integrity and Collaboration

LMLHSN is governed by a CEO and a Board Chair Committee, comprising representatives from the 13 public health services in the region. Strategic initiatives are delivered through projects sponsored by CEO leads and implemented by an agile network team working across all partner health services.

Staff considering employment opportunities in network are expected to:

- Work in a hybrid model, with flexibility to travel across the region for meetings and collaboration events.
- Access hot desk office spaces at Bendigo Health and other health service sites (bookable as needed).

- Maintain a suitable home office setup (IT equipment provided) and be proficient in using online collaboration tools.

The LM LHSN workforce is hybrid with an expectation that team members are comfortable working from home, with occasional collaboration days and meetings on site at respective health services.

Safer Care Victoria

Safer Care Victoria (SCV) is launching its first state-wide safety improvement initiative, the **Safer Together Program**. This program will take a systems approach to target key priority areas focused on creating a safer and more sustainable healthcare system for all Victorians. The Safer Together Program will be rolled out from 1 July 2024 and delivered together with Loddon Mallee Local Health Service Network to allow for a coordinated state-wide safety improvement program ensuring the care provided by our Victorian system is:

- **Safer** – improving patient outcomes through a reduction in avoidable harm;
- **Person-centred** – guided by people’s values, beliefs and their specific contexts to provide the care in the right way, at the right time and in the right place;
- **Sustainable** – making the best use of all resources.

Improving quality and safety in the health system has been identified as a strategic priority for HSPs. For 2024-25, HSPs will be funded to deliver and coordinate the implementation of the Safer Together Program throughout the state. Program and funding arrangements will be continuously reviewed to align with the successful delivery of the program and ongoing system reforms.

Bendigo Health

Bendigo Health is the fundholder and host of the LMLHSN function, therefore is the employer of the network staff. Bendigo Health is the major regional health service in the Loddon Mallee, learn more by visiting the website: [Bendigo Health Website - About Bendigo Health](#)

Bendigo Health is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Chief Executive Office Division

The Chief Executive Office has overall responsibility for the delivery of the strategic plan and the operation of the entire organisation. The office includes the chief executive officer, the group secretary, strategy and governance, Loddon Mallee Health Network, volunteers, fundraising and foundation and public affairs. The team work to support the entire organisation in their pursuit of Excellent Care. Every Person. Every Time.

Position Overview: Safer Together Program Coordinator

The coordinator will be part of the HSP Safer Together team, responsible for leading their respective HSP in improvement initiatives. Each HSP will be represented by a Safer Together coordinator. As the Safer Together coordinator for the LM region, your primary goal is to foster collaboration, steer the effective implementation of Safer Together Program and maintain a reporting line with SCV and various other stakeholders. Your responsibilities will include optimising resource allocation, upholding the HSP principles and ensuring that HSPs evolve and mature over time in line with the key priorities.

The role is a great opportunity for someone who enjoys working in a collaborative environment that has a passion for driving clinical improvement and better outcomes for Victorians.

Role Purpose

The coordinator will be part of the HSP Safer Together team, responsible for leading their respective HSP in improvement initiatives. Each HSP will be represented by a Safer Together coordinator.

As the Safer Together coordinator for your allocated HSP, your primary goal is to foster collaboration, steer the effective implementation of Safer Together Program and maintain a reporting line with SCV and various other stakeholders. Your responsibilities will include optimising resource allocation, upholding the HSP principles and ensuring that HSPs evolve and mature over time in line with the key priorities.

The role is a great opportunity for someone who enjoys working in a collaborative environment that has a passion for driving clinical improvement and better outcomes for Victorians.

Safer Together HSP Coordinator

- Coordination of Safer Together work across all health services within the partnership.
- Coordinate Gap Analysis for all health services to identify improvement opportunities.
- Ensure all improvement projects are aligned to Safer Together priority streams.
- Work to Safer Together Governance Framework, including mandatory reporting, monitoring, evaluation, and development of sustainability plans.
- Escalate project risk and issues in a timely way.
- Actively participate and collaborate with all members of the Partnership, including the Executive HSP team.
- Active participation in State-wide Community of Practice (CoP) with all Safer Together coordinators, including shared chairing of meetings.
- Lead HSP specific CoP.
- Support local decision-making and project implementation.
- Partner with health services to identify relevant priorities and improvement opportunities.
- Engaging other stakeholders and relevant interested parties for specialist projects that require specific knowledge, expertise and input depending on the priorities being pursued.
- Line management - HSP Executive lead
- Program management - SCV Safer Together Manager

Responsibilities and Accountabilities

Key Responsibilities

- Coordination of Safer Together work across all health services in the LM region.
- Coordinate Gap Analysis for all health services to identify improvement opportunities
- Ensure all improvement projects are aligned to Safer Together priority streams.
- Work to Safer Together Governance Framework, including mandatory reporting, monitoring, evaluation, and development of sustainability plans.
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- Support local decision-making and project implementation.
- Partner with health services to identify relevant priorities and improvement opportunities.
- Engaging other stakeholders and relevant interested parties for specialist projects that require specific knowledge, expertise and input depending on the priorities being pursued.
- Communicate and share insights via the LMHN governance structure.
- Work with SCV Safer Together team to deliver on priority areas.

Key Selection Criteria

Essential

- 1. Continuous Improvement**
Demonstrates understanding and application of mindsets, methods and tools utilised in organisational-wide quality improvement and improvement science.
- 2. Influencing and Negotiating**
Generates and evaluates options, considers the implications of each option and uses this information to make informed decisions.
- 3. Working collaboratively**
Ability to work collaboratively emphasising inclusivity, shared decision making and can understand diverse perspectives of staff and consumers.
- 4. Effective Communication**
Articulates complex concepts and puts forward compelling arguments and rationales to all levels and types of audiences.
- 5. Emotional intelligence**
Creates positive work environment for others by gauging what makes others feel valued and engaged at work.
- 6. Written Communication**
Writes fluently in plain English and in a range of styles and formats and tailors communication to diverse audiences.
- 7. Presentation Skills**
Clearly explains complex concepts and arguments.
- 8. Project Management**
Ability to apply project management principles and methodologies to drive continuous improvement through a standardised and co-ordinated approach, including the preparation of clear project proposals and accurate estimates of required costs and resources.

Desirable

9. Postgraduate qualifications supporting expertise in project management, governance, public health, health systems, or equivalent AND a good understanding of the importance of clinical governance framework.

Personal attributes

- Demonstrated ability to establish and maintain effective interpersonal relationships with a wide range of people and manage key stakeholders.
- A willingness and ability to learn
- Ability to independently balance competing and conflicting priorities while working as part of a team with initiative
- Flexibility to operate in an environment of change and a focus on continuous improvement.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health and Loddon Mallee Local Health Services Network policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Loddon Mallee Local Health Services Network and Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All LMLHSN sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.