

## Position description

<b>Position</b>	Project Lead   Healthy Ageing		
<b>Purpose</b>	Lead the delivery of Aged and Community Care projects and initiatives to improve the healthcare system and services, and the health and wellbeing of the community.		
<b>Approval date</b>	19 April 2022	<b>Approved by</b>	Sharon Sweeney

### Brisbane North PHN

Our vision is a community where good health is available for everyone.

Brisbane North PHN supports clinicians and communities in Brisbane's northern suburbs, Moreton Bay Regional Council and parts of Somerset Regional Council. It covers approximately 4,100 km<sup>2</sup> of urban, regional and rural areas, with a population of over one million.

We are one of 31 Primary Health Networks across Australia.

We work with local communities, consumers, carers, health professionals, hospitals and community providers to understand our community and their needs. We then engage stakeholders to design and commission programs and services to meet those needs.

Our PHN's goals:

- Be informed and led by community voice
- Re-orient the health system toward care close to home
- Build capacity of providers to meet health needs of our region

The PHN's values:

- Collaboration: We build strong and enduring relationships to achieve our shared goals.
- Diversity: We are inclusive, fair and responsive to different needs.
- Integrity: We are transparent, respectful and work to the highest standards.
- Courage: We lead new approaches, learn and improve.
- Impact: We deliver outcomes for our community.

### Key outcome areas

To ensure the organisation works effectively to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed once a year formally and on an ongoing basis informally with team members and managers.



[www.brisbanenorthphn.org.au](http://www.brisbanenorthphn.org.au)

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### **Role-specific**

- develop, coordinate and deliver projects and initiatives within the aged and community care scope of work
- lead commissioning processes including contract management and evaluation of services that improve the care of people in the community
- identify, develop and implement improvements in project management processes to enhance team efficiency and effectiveness and ensure projects are delivered on-time, within scope, and within budget
- build partnerships and establish and maintain collaborative working relationships with relevant internal and external stakeholders, including engaging with service providers, health and care professionals, consumers, carers, and the broader community
- strengthen capacity of the health and aged care sectors to overcome challenges and respond to system changes
- stay abreast of relevant aged care and health policy changes; convey information within the Aged and Community Care team; and identify implications and proposed activities or responses
- identify business development and innovative opportunities and write project and funding proposals to address identified needs.

### **General**

- regularly attend team and staff meetings
- contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, abiding by the organisation's Code of Conduct and Leadership Capability Framework, implementing all policies and procedures correctly and recommending quality improvements
- communicate effectively and respectfully with all members of the organisation and external stakeholders
- record all interactions in ChilliDB and other program and project databases on time, ensuring that information is relevant, accurate, up-to-date and accessible by other team members
- comply with reporting requirements as directed by your manager
- deal with sensitive information in a confidential and professional manner
- complete other reasonable duties and projects as required to meet organisational objectives

## **Reporting relationships**

### **Relationships**

Reports to: Manager | Healthy Ageing

Direct reports: None

### **Level of delegation**

(Per Delegation Matrix – CEO to staff)

Level 3 – All other staff

## **Key selection criteria**

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

### **Qualifications and experience**

- tertiary qualifications in a health or social care related field (highly desirable)

- experience and knowledge of primary health care, acute health and the aged care sectors (highly desirable)
- experience in leading/managing projects, creating change and improving outcomes for consumers
- experience in analysing and synthesising complex information and presenting verbally and in writing via briefing notes, reports, presentations
- experience in building and maintaining collaborative relationships with a broad range of stakeholders
- high level interpersonal and written communication skills
- advanced skills in Microsoft Word, Outlook, Excel and PowerPoint.

### **Capabilities**

The Brisbane North PHN Leadership Capability Framework applies to all roles within the organisation. Applicants must address these capabilities.

- leads self – self-aware, proactive and adaptable; takes personal development opportunities and is resilient
- engages others at all levels with respect, collaboration and cultural sensitivity
- achieves outcomes in a high demand work environment with judgment and initiative
- drives innovation - contributes to our culture of continuous quality improvement
- shapes systems - works productively within internal and external systems and networks
- bases decisions on available evidence.

### **Other**

A current driver's licence is desirable and use of a personal vehicle may be required, including travel between the PHN offices. Work-related mileage will be reimbursed at relevant rates.

You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

(Please note: This position description is subject to adjustment within reason and in consultation with your manager to meet the deliverables of the organisation.)