

## Position description

<b>Position</b>	Coordinator   After-Hours Regional Plan		
<b>Purpose</b>	To coordinate the development of an After-Hours regional plan for Brisbane North PHN and the establishment of governance and communication mechanisms to support implementation of priority actions.		
<b>Approval date</b>	21 September 2021	<b>Approved by</b>	Libby Dunstan

### 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.

### 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 twice a year formally and on an ongoing basis informally with team members and managers.

#### Role-specific

- establish and maintain a multi-sectoral partnership group of after-hours providers, planners, funders and consumers operating in the Brisbane North region
- working through the partnership group, coordinate and lead the development of an after-hours whole-of-region plan for Brisbane North, that improves access, availability, quality, coordination and integration of after-hours services
- update the [After Hours Needs Assessment](#) by mapping existing after-hours services offered by multiple providers and funders and identifying and analysing relevant data
- identify evidence based approaches, barriers and enablers to accessing clinically appropriate after-hours care in the primary health care setting

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

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- identify priority populations and conditions for after-hour services and develop coordinated actions and innovative solutions across service providers to address service gaps
- support the implementation and coordination of PHN directly delivered or commissioned after-hours activity
- establish governance and communications mechanisms to support regional planning and service integration for after-hours primary health care
- identify opportunities to progress priority activities and other avenues to address service gaps
- ensure consumers and carers have opportunities to influence and direct the outcomes of service delivery
- establish strong linkages with PHNs and relevant organisations to inform activities
- represent the organisation on relevant committees, advisory groups, and events as they relate to the role and organisational objectives.

### **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 I Integrated Care

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 related health qualifications e.g. nursing, allied health, health sciences, public health or a related discipline or equivalent work-related experience
- a minimum of five years' experience developing and implementing health projects and programs in a similar role (including project management) and delivering results within timeframes
- strong understanding of the health care systems including primary health care, tertiary health, referral pathways etc (or ability to acquire that knowledge quickly)
- experience in effective stakeholder engagement, consultation and relationship development including consumers, carers, advocates, providers, policy makers and others
- experience in program development and project management to affect systems change
- highly developed organisational skills including ability to effectively prioritise workload and competing priorities

- high level communication skills including written skills, consultation and negotiation and interpersonal skills, with a demonstrated ability to problem solve and use initiative and judgement
- ability to work independently and as part of a team
- intermediate to advanced skills in the MS Office suite – 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.)