

Position description

Position	Coordinator QLD and NT PHNs		
Purpose	To provide advisory, executive and coordination support to the QLD and NT PHNs to operate effectively as a Network to progress their collective agenda and priorities.		
Approval date	3 April 2023	Approved by	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 km² 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

About the QLD/NT Network

The QLD/NT PHN Network includes membership of all 8 PHNs across QLD (7) and NT. The Network is led collectively by meetings of the CEOs, with a nominated Chair.

The Coordinator QLD/NT PHNs role ('Coordinator') is funded jointly by the 8 PHNs (with NT contribution at the level of 50% of QLD PHNs). The Coordinator is employed by Brisbane North PHN who will take responsibility to ensure that the role is able to operate effectively, although all QLD and NT PHNs are encouraged to provide feedback and input into the management of the role.

www.brisbanenorthphn.org.au

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The overall goal is ensure coordination, advisory, leadership and management of the QLD/NT PHNs and their collective strategic directions.

Role-specific

The Coordinator ensures that QLD/NT PHNs work collectively to achieve shared priorities. The Coordinator supports the following key activities:

- support effective and relevant governance mechanisms, including steering committees and/or working groups as required
- provide an effective and efficient secretariat and coordination function to enable effective QLD/NT PHN CEO meetings including developing agendas, meeting papers, minutes and implementing actions
- working closely with the Chair, coordinate the QLD/NT PHNs' collective agenda including the development of an agreed workplan, and manage the implementation of the plan
- monitor Government and key stakeholders (eg peak bodies) activity at both State and Federal level to ensure a QLD/NT position is represented at key forums
- oversee, monitor, and coordinate responses to relevant Inquiries, policy, funding and regulatory issues which may impact on PHNs operations and strategic directions across QLD/NT
- liaise with Executive Officer, national PHN Cooperative to ensure coordination and avoid duplication of effort
- prepare and manage incoming and outgoing correspondence including production of letters, reports and responses as required
- undertake regular communication with CEOs to ensure activities remain on track. This includes
 - coordinate information flows from QLD/NT PHN committees/work maintain register of QLD/NT PHN representatives on various committees and staff on PHN working groups
 - ensure reports from each committee/working group are provided to the QLD/NT PHN CEOs' meeting (including verbal updates)
- act as a central point for the QLD/NT PHNs in relation to the distribution and collation of information, queries and logistics
- manage representation requests through CEOs including the coordination of feedback reports to ensure a whole-of-jurisdiction view
- recommend policy/procedure changes in the interests of continuous quality improvement.

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

General

- 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
- comply with reporting requirements as directed by your manager
- deal with sensitive information in a confidential and professional manner

Reporting relationships

Relationships

Reports to: CEO

Direct reports: Nil

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

- related qualifications in a relevant field, or comparable professional experience
- proven excellence in developing and maintaining effective relationships with varied stakeholders including senior Government, public and private organisations and peak bodies to facilitate the achievement of work goals
- extensive experience in the provision of high-level and accurate administrative and governance support
- demonstrated coordination, communication, representation, consultation and liaison skills and experience, including the capacity to engage with stakeholders at an executive level
- sound knowledge and understanding of the primary health care sector and its interface with health systems at the jurisdictional and Commonwealth levels
- ability to work autonomously with a high level of organisation skills and the capacity to successfully manage concurrent activities and meet deadlines
- excellent interpersonal and communication skills, and an ability to consult, advocate, negotiate and liaise effectively with a diverse range of stakeholders.
- sound computer skills using MS Office Suite

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 workplaces. 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.)