

## Position description

<b>Position</b>	Coordinator   Primary Care Initiatives		
<b>Purpose</b>	Coordinate the response to emergent primary care initiatives and support the planning, implementation and evaluation of primary care projects and quality improvement initiatives.		
<b>Approval date</b>	16 March 2023	<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.

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.

#### Role-specific

- support the planning, implementation and evaluation of primary care projects, and quality improvement initiatives (planned and emergent)

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

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- coordinate the delivery of Strengthening Medicare - General Practice (GP) grants funding, to support the expansion of patient access and provide better, safe and accessible quality primary care
- collaborate with the Department to support the Strengthening Medicare – GP grants funding evaluation and compliance activities
- monitor and manage disaster management, flu preparedness and pandemic activity plans in line with Federal and State Government requirements
- working with teams across the organisation, lead activities that develop capacity of the primary health care sector in our region in relation to disaster, and flu and pandemic preparedness, response and recovery
- work collaboratively with team members to ensure a proactive and planned approach across primary care projects and quality improvement initiatives to support the delivery of high performing primary care (taking into account equitable allocation of workloads)
- build and maintain key relationships with relevant internal and external stakeholders
- represent the organisation on relevant committees, advisory groups, and events on a local, statewide and national level as they relate to the role and organisational objectives
- contribute to documentation and organisational reporting requirements.

### **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 | Primary Care

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**

- tertiary qualifications in a health-related field (desirable)
- experience in the primary health care setting, demonstrated knowledge of contemporary issues for general practice and the primary health care sector

- qualifications and/or demonstrated experience in project management
- excellent verbal and written communication skills and interpersonal skills including the ability to prepare quality business documents e.g. reports, project plans and general correspondence
- experience in building and maintaining effective stakeholder relationships to achieve outcomes
- experience in the collation and interpretation of data to inform activities
- ability to work independently and as part of a team
- ability to analyse and solve problems to achieve required outcomes
- capacity to build and sustain personal resilience, and work effectively in a rapidly changing environment
- a minimum of intermediate skills in the Microsoft 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 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.)