

Position description

Position	Coordinator – Adult Mental Health		
Purpose	Implement commissioning activities relating to Mental Health Policy and System Design programs, including ongoing monitoring and evaluation.		
Salary Band	4		
Approval date	13 April 2026	Approved by	Caroline Radowski

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
- An accountable, high performing organisation.

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

- Deliver the procurement of services in at least one PHN mental health or alcohol and other drug treatment funding stream in line with the organisation's commissioning framework
- Actively participate in and inform monitoring and evaluation of activities
- Support the Lead/s to facilitate mechanisms for regional planning and service integration, including consultation and co-design
- Support and progress strong linkages with PHNs and relevant national organisations in other states and territories as well as other local services, including GP's and Primary Care
- Monitor, support and improve the quality of services delivered by partner agencies
- Ensure programs optimise access and equity for priority populations in Brisbane North, for example First Nations people
- Ensure consumers and carers have opportunities to influence and direct the outcomes of service delivery
- Represent the organisation on relevant committees, advisory groups, and events as they relate to the role and organisational objectives.
- Support and monitor the application of organisational digital solutions to enhance service delivery

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: Team Leader – Adult and Complex 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

- Relevant tertiary qualifications, or significant sector experience in public health, business administration, project management, or other related discipline.
- Demonstrated ability to set priorities, pay attention to detail, and deliver quality and accurate results on time in a project/program context.
- High-level report writing and written communication skills
- Highly developed interpersonal, communication and negotiation skills and the ability to build and maintain relationships with Brisbane North PHN's key stakeholders.
- Ability to manage a range of priorities in time-pressured environments
- Proficiency in use of computer software, including the Microsoft suite, as well as use of databases and other record management systems

Desirable (non-essential)

- Strong understanding of the mental health, suicide prevention and alcohol and other drug treatment service sectors, in particular primary care, and interconnecting other health and human service systems
- Understanding of commissioning systems and processes

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.)