

Position description

Position	Development Project Lead Care Coordination		
Purpose	To lead the delivery of Aged and Community Care projects that aim to improve the health and wellbeing of people in the North Brisbane Region.		
Approval date	6 April 2021	Approved by	Paul Martin

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.

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

- develop, coordinate and deliver projects within the aged and community care scope of work
- lead commissioning, including contract management, 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
- ensure all projects are delivered on-time, within scope, and within budget
- provide high level project management direction to the Care Coordination projects team



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- lead and manage health sector collaboratives and relationships with stakeholders from the acute, community care, and Residential Aged Care sectors to overcome mutual challenges, respond to reform, and build partnerships to improve care journeys of consumers in the region

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 | Care Coordination

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-related field (preferred)
- experience and knowledge of different sectors within the health and care systems
- demonstrated experience in project management
- experience and skills in stakeholder engagement and management
- high level interpersonal and written communication skills
- advanced skills in Microsoft Word, Outlook, Excel and PowerPoint.
- experience developing and delivering collaborative projects to achieve agreed outcomes.

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.)