

Position description

Position	Executive Manager I Strategy, Operations and Commissioning		
Purpose	Provide leadership and oversight for areas of program responsibility, enabling effective performance and organisational positioning in line with the strategic direction including a focus on planning, performance, data insights and commissioning.		
Salary Band	1		
Approval date	7 July 2025	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
- Facilitate care closer to home
- Address health gaps and inequities
- Transform and connect primary healthcare
- Drive organisational excellence.

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

- lead data and digital excellence to support population health planning and intelligence to monitor and inform commissioning decisions
- provide organisational leadership to support the full commissioning cycle – planning, service design, procurement, monitoring and evaluation, policies and processes and continuous improvement - including progressive development of commissioning capability across the organisation
- in collaboration with the CEO and Board, identify and influence the formation of government and other policies, whether existing or new, in line with the community's needs
- in collaboration with the CEO, interpret Commonwealth guidance, election commitments, budget measures and policy reform directions for operationalisation, to inform decision making and identify strategic opportunities
- provide Executive oversight of key PHN operational areas including emergency preparedness and response, clinical governance, data governance, and monitor progress against organisational strategies
- facilitate the achievement of all program and project objectives delivered by the Care Coordination, Knowledge, Planning and Performance and the National MyMedicare teams and ensure their alignment with the organisation's strategic vision, KPIs and budgets
- oversee the annual and 3-yearly planning and reporting cycles of the PHN, including needs assessment, activity work plans and reporting to funders
- provide effective coaching, mentoring and professional development to direct reports; apply appropriate recruitment, induction and performance management principles which comply with our policies and procedures.

Executive Management

- as part of the Executive team, provide oversight of internal operational planning processes, contributing towards the achievement of the organisations strategic plan and organisational vision
- as part of the Executive team, operate with a high level of autonomy and responsibility to help lead and shape the culture, capability and success of the organisation, including achieving better integration and communication across teams
- contribute to Executive leadership of the continuing development of Brisbane North PHN as a high performing, productive organisation, underpinned by transparent values, cohesive culture, and a focus on making a real, and measurable difference.
- identify, build and maintain excellent relationships with key stakeholder and partner organisations to inform system reform and strategically align the PHN in the context of the local health environment.

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: CEO

Direct reports: Manager | Care Coordination; Manager | Knowledge, Planning and Performance; General Manager | My Medicare Program x 2

Award alignment: NA Common Law Contract

Level of delegation

(Per Delegation Matrix – CEO to staff)

Level 1 – Executive Managers

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 Public Health, health management, or a related field
- significant experience at a senior management level, including high level strategic thinking and planning skills
- in depth understanding of the Commissioning cycle (or ability to rapidly acquire) and its application in the PHN context
- experience in applying commissioning frameworks to improve health outcomes
- high level understanding of relevant approaches e.g epidemiology, health needs assessments and the use of population data, to inform service planning and commissioning processes
- experience in providing analysis of emerging primary health care policy to inform decision making
- experience in developing and monitoring strategies and operational plans
- a track record in organisational capability building and in leading and managing high performing teams
- excellent interpersonal and communication skills with the ability to motivate, influence and gain commitment
- demonstrated capacity to build and maintain strong, collaborative relationships with a diverse range of stakeholders at a senior level
- proven experience in the development, implementation and evaluation of strategy, policy and programs.

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. Work-related mileage will be reimbursed at relevant rates.

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