

## Position description

<b>Position</b>	GP Advisor I Workforce Planning and Prioritisation		
<b>Purpose</b>	To provide expert advice and guidance for the General Practice Workforce Planning and Prioritisation (GP WPP) program, to inform GP training placement priorities to support the delivery of a GP workforce to meet current and future GP workforce needs in Queensland. This role supports the Shared Services Team based at Brisbane North PHN; the Lead Agency supporting the Queensland PHN Consortium.		
<b>Approval date</b>	24 May 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.

#### About the GP WPP program

Medical practitioners wishing to pursue a career in general practice in Australia have their choice of training with two GP colleges, the Royal Australian College of General Practice (RACGP) and/or the Australian College of Rural and Remote Medicine (ACRRM). There are a number of entry points, including the Australian General Practice Training (AGPT) program, the Remote Vocational Training Scheme (RVTS) -



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

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both of which are funded by the Commonwealth Department of Health and Aged Care (DOHAC), and for ACRRM trainees, the Independent Pathway.

From 1 February 2023, program governance for the administration of the AGPT program is now the responsibility of the GP colleges (RACGP and ACRRM). The transition of the programs to a college-led model will streamline pathways for GP registrars to deliver a general practice workforce that meets community needs.

The GP WPP activity will deliver robust, independent, evidence-based advice to the Commonwealth DOHAC and GP colleges to inform GP training placement priorities at the general practice catchment level. This will support the delivery of a GP workforce to meet current and future GP workforce needs. GP WPP analyses will inform distribution targets set by the Commonwealth DOHAC and will assist the GP colleges in placement decisions and training capacity planning.

## 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

- provide an advisory function to the Shared Services Team at Brisbane North PHN (as the Lead Agency) across multiple elements of the GP WPP program implementation.
- stay informed and maintain knowledge of the current policies and requirements of the AGPT Program training pathways with ACRRM and RACGP, and other GP Training Programs as relevant.
- represent the Queensland PHN Consortium for the GP WPP program on relevant role-related Committees, and at relevant stakeholder engagement activity, including relevant meetings to promote the GP WPP program activity.
- champion clinician-to-clinician stakeholder engagement through the development and maintenance of strong relationships with all relevant key stakeholders.
- contribute to the collaborative and productive working relationship between Brisbane North PHN and the Queensland PHN Consortium members through effective communication, collaboration and timely information sharing, and resolution of requests relevant to the GP WPP program.
- act as an authorised spokesperson to the GP WPP program as relevant and delegated by the CEO.

### General

- attend regular team meetings where required.
- 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.
- complete other reasonable duties and projects as required to meet organisational objectives.

# Reporting relationships

## Relationships

Reports to: Manager I Workforce Planning and Prioritisation

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

- General Practitioner with current AHPRA Registration.
- Fellowship of the Royal Australian College of General Practitioners (FRACGP) or Fellowship of the Australian College of Rural and Remote Medicine (FACRRM).
- Currently working in general practice within any of the Queensland PHN boundaries.
- Relevant and current knowledge of requirements of the AGPT program, RACGP Vocational Training Standards, ACRRM Training Standards for Supervisors and Training Posts, and National Terms and Conditions for the Employment of Registrars (NTCER) (highly desirable).

## Skills and Attributes

- Passionate about providing evidence-based recommendations on the AGPT training placement priorities to inform the distribution and placement of GP Registrars to meet the community's current and future GP workforce needs; and a desire to improve training capacity where it's needed.
- Ability to successfully cultivate and maintain productive working relationships with internal and external stakeholders to gain insights and intelligence to effectively inform Workforce Needs and Training Capacity Reports.
- Strong understanding of the health system including Primary Health Networks (PHNs) and their purpose.
- Strong analytical and problem-solving skills with an ability to distil key information from multiple and sometimes complex sources, interpret relevant data reports and undertake analysis of stakeholder feedback.
- Experience in facilitation and/or delivery of information to individuals and/or small groups.
- Excellent communication (oral and written) skills and the ability to build and maintain productive relationships and foster networks and linkages.

## 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 to attend meetings. Work-related mileage (other than commute) will be reimbursed at relevant rates.

You may be required to work flexible hours.

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