

Position description

Position	Lead I Allied Health Support		
Purpose	To lead engagement work with the allied health workforce in the Brisbane North PHN region in alignment with the Allied Health in Primary Care Engagement Framework to facilitate increased and collaborative ways of working.		
Approval date	20 September 2024	Approved by	Rachelle Foreman

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 projects, initiatives and collaborative groups within the Primary Care team from planning and development through to realisation.
- Support the planning, commissioning, implementation and evaluation of initiatives relating to primary care reform (e.g. multidisciplinary teams, allied health practice support).
- Lead activities aligned to the Allied Health in Primary Care Engagement Framework (e.g. service mapping, co-design activities), and develop an implementation plan to facilitate increased and collaborative ways of working with the allied health workforce in the region.
- Apply project management knowledge and skills to ensure projects and programs are delivered on time, within scope, and within budget.
- Lead commissioning processes including contract management and evaluation of services.
- Ensure consumers and carers have opportunities to influence and direct the outcomes of service delivery.
- Establish and maintain key relationships with the Commonwealth Department of Health and Aged Care, other PHNs and relevant internal and external organisations to inform activities.
- Represent the organisation on relevant committees, advisory groups, and events as they relate to the role and organisational objectives.
- Contribute to documentation and organisational reporting requirements.
- Identify barriers and enablers to change management in primary care and implement evidence-based approaches.

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 | Development

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 allied health, with current registration or certification where applicable, or equivalent work-related experience.
- Experience developing and implementing health projects, workforce mapping, project management and delivering results within timeframes.
- Strong understanding of the health care systems including primary health care, tertiary health, referral pathways etc (or ability to acquire that knowledge quickly).
- Experience in effective stakeholder engagement, consultation and relationship development including allied health professionals, consumers, carers, advocates, providers, policy makers and others.
- Highly developed organisational skills including ability to effectively prioritise workload and competing priorities.
- High level communication skills including written skills, consultation and negotiation and interpersonal skills, with a demonstrated ability to problem solve and use initiative and judgement.
- Ability to work independently and as part of a team.
- Intermediate to advanced skills in the MS Office suite – Word, Outlook, Excel and PowerPoint.

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 and for consultation sessions across the region. 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.)