

Position description

Position	Lead – Healthy Ageing		
Purpose	Lead the delivery of Aged and Community Care projects and initiatives to improve the healthcare system and services, and the health and wellbeing of the community.		
Salary Band	3		
Approval date	19 August 2025	Approved by	Carol Hope

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, parts of Somerset Regional Council and Norfolk Island. 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

- develop, coordinate, and deliver projects and initiatives within the aged and community care scope of work
- identify, develop and implement improvements in project management processes to enhance team efficiency and effectiveness and ensure projects are delivered on-time, within scope, and within budget
- build partnerships and establish and maintain collaborative working relationships with relevant internal and external stakeholders, including engaging with service providers, health and care professionals, consumers, carers, and the broader community
- strengthen capacity of the health and aged care sectors to overcome challenges and respond to system changes
- facilitate collaboratives, consultations and events with stakeholders from the acute, primary care, residential and community aged care sectors to build capacity, strengthen the integration of health and care services, encourage enrolment to Government backed initiatives, and support the delivery of aged care projects to improve outcomes for older Australians.
- implement data collection processes to gather information and report on project activities.
- lead the development of regular and targeted communications to health and aged care sectors.
- apply project management knowledge and skills to ensure projects are delivered on time, within scope, and within budget.
- identify business development and innovative opportunities and write project and funding proposals to address identified needs.
- stay abreast of relevant aged care and health policy changes and identify implications and proposed activities or responses.

Please note:

- it is expected that in this role you are willing and able to meet vaccination and PPE requirements to enable you to enter Residential Aged Care services in order perform the functions of your role.
- it is expected in this role that you will have annual Influenza vaccinations.
- you may be required to present evidence of vaccinations on request.

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 - Healthy Ageing

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 or social care-related field (preferred).
- experience and knowledge of health and aged care sectors.
- demonstrated knowledge/experience in the use of digital health systems (e.g. current CHIA certification) desirable.
- demonstrated experience in project management.
- experience and skills in stakeholder engagement and change management.
- strong interpersonal and relationship-building skills, including the ability to build and maintain collaborative relationships with all stakeholders.
- strong written and verbal communication skills.
- advanced skills in Microsoft 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. 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.)