

## Position description

<b>Position</b>	Lead   Mental Health Services and Regional Integration		
<b>Purpose</b>	To build and enable the capacity of Brisbane North PHN to lead mental health, early intervention and suicide prevention activities including guiding the PHN's regional approach to community capacity building, engagement, and relational commissioning for these services.		
<b>Salary Band</b>	Salary Band 3		
<b>Approval date</b>	29 <sup>th</sup> September 2025	<b>Approved by</b>	Caroline Radowski

### 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
- An accountable, high performing organisation.

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 and contribute to the creation, development, and facilitation of regional quality improvement mechanisms that will inform comprehensive and responsive procurement and commissioning practices in line with the PHNs Commissioning Framework.
- Lead and support the full commissioning cycle including planning, design, procurement strategy development, contract and KPI development, evaluation and performance monitoring.
- Lead the establishment and embedding of Medicare Mental Health Centres and Phone Service across the region, including commissioning, governance, monitoring performance, and continuous quality improvement.
- Apply best practice engagement and partnering approaches to collaborate with health and community stakeholders to embed joint regional planning (2025-2030) using human centred design principles and methodology.
- Align mental health regional planning engagement practices and quality improvement initiatives with PHN strategic objectives and policy.
- Lead and engage with multiple stakeholders, including government, community providers, and the lived experience community to develop and implement regional mental health and wellbeing solutions that meet community need and address system-wide priorities.
- Work with relevant internal and external stakeholders to design and implement data collection and analysis processes to inform evaluation and monitoring of regional quality improvement initiatives specific to mental health, suicide prevention, early intervention and capacity building.
- Actively contribute to system reform in mental health and suicide prevention through participation in appropriate PHN, HHS, and sector-wide committees.
- Interpret relevant National, State and Regional strategies to support regional planning in mental health, early intervention, suicide prevention, and capacity building.

### **Other:**

Provide day-to-day co-ordination and support to the Program Coordinator/s.

### **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 | Mental Health Policy and System Design

Direct reports: None

### **Level of delegation**

(Per Delegation Matrix – CEO to staff)

Level 3 – Team Leader/ Lead

## **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 human services related field and significant experience in mental health, including knowledge of local, state, and national policies and directions for mental health services.
- Knowledge of, and experience in, mental health service delivery, collaboratives and working groups and the mental health service sector within the region including the ability to identify gaps, prioritise needs and shape meaningful quality improvement initiatives that address need.
- Experience in working collaboratively with individuals and groups including consumers, carers, local health services, allied health professionals and other stakeholders and with people with a lived experience, and representatives from priority groups, including LGBTIQ+, Aboriginal & Torres Strait Islander people, veterans, culturally and linguistically diverse people.
- Track record in stakeholder engagement, ongoing coordination including an ability to build relationships and supportive partnerships with community leaders, and other stakeholders including government and non-government organisations.
- Project management experience in a health or wellbeing-related project/program, coordinating resources and meeting reporting requirements to ensure project outcomes are achieved.
- Ability to work both independently and as part of an on-site and remote team.
- Exceptional written and verbal communication skills with the ability to communicate effectively across a variety of mediums with a range of stakeholders
- Well-developed data analytical and problem-solving skills, including good data collection, analytical and reporting skills to monitor and review service activities, measure outcomes and identify trends

### **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.)