

## Position description

<b>Position</b>	Lead I Primary Care Initiatives		
<b>Purpose</b>	To lead the delivery of priority Primary Care initiatives, projects and programs to transform and connect primary healthcare and improve patient outcomes in the North Brisbane and Moreton Bay region.		
<b>Approval date</b>	22 March 2023	<b>Approved by</b>	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, parts of Somerset Regional Council and Norfolk Island. 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
- 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 commissioning activities within the Primary Care team from planning and development through to realisation, monitoring and evaluation in accordance with the PHN's Commissioning Framework and related policies and processes.
- Work closely with the Knowledge Planning and Performance team, lead opportunities on population health, primary care, and workforce data to drive evidence-based approaches with the Primary Care team.
- Lead decision-making processes for the population health management software, Primary Sense, including project governance, monitoring, and reporting on meaningful use, and risk management.
- Provide strategic oversight and direction of primary care workforce initiatives to support workforce capacity and sustainability, including the development of our Workforce Framework for Primary Care and monitoring progress across the team.
- Lead a proactive response to system-level primary care workforce challenges and sustainability issues, particularly workforce recruitment and retention, practice crises or closures.
- Apply clinical/health systems knowledge and experience to develop strategies to encourage adoption of evidence-based approaches (including data) to primary care and the broader health system with a particular focus on connecting to current health reform.
- Represent the organisation on relevant committees, advisory groups, and events as they relate to the role and organisational objectives.
- 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.
- Ensure consumers and carers have opportunities to influence and direct the outcomes of service delivery.
- Develop and lead team member(s) in the Primary Care team involved in supporting Primary Care initiatives by providing effective mentoring and professional development opportunities; and apply appropriate recruitment, induction and performance management principles which comply with our policies and procedures.

## **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 | Primary Care

**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 health related qualifications e.g. nursing, allied health, health sciences, public health or a related discipline or equivalent work-related experience.
- A minimum of five years' experience developing and implementing health projects and programs in a similar role (including project and contract management) and delivering results within timeframes.
- Strong understanding of the health care systems including primary health care, tertiary health, referral pathways, workforce issues (or ability to acquire that knowledge quickly).
- Experience in effective stakeholder engagement, consultation and relationship development including consumers, carers, advocates, providers, policy makers and others.
- Experience in program development to affect systems change.
- Understanding of clinical software and digital support systems.
- 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.
- Skills, knowledge and experience in successfully leading and developing a high-performing team, including supporting them through change.

### 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.)