

Position description

Position	Lead - Residential Aged Care		
Purpose	To develop and lead the delivery of Aged and Community Care projects that aim to improve the health and wellbeing of people living in Residential Aged Care services in the Brisbane North region.		
Salary Band	Salary Band 3		
Approval date	12 July 2024	Approved by	Sharon Sweeney

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 in collaboration with residential aged care homes, general practices, other health providers and relevant agencies (e.g. Department of Health and Aged Care, Australian Digital Health Agency) to improve access to primary healthcare for people living in residential aged care.
- establish and maintain strong relationships with Residential Aged Care Homes (RACHs) to better understand resident and staff needs and challenges and identify options and solutions to facilitate consistent and sustainable primary care access.
- support the adoption and use of digital health technologies - such as My Health Record, telehealth platforms and The Viewer (Health Provider Portal) among Residential Aged Care service staff and other health professionals.
- facilitate collaboratives and consultations 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 (such as My Medicare and My Health Record) 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.
- 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 RACHs in order perform the functions of your role.
- you will maintain up-to-date COVID vaccinations in accordance with current national/state guidelines.
- you will have annual Influenza vaccinations.

You may be required to present evidence of vaccinations on request.

General

- Provide leadership, direction and performance feedback to direct report/s
- 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 Residential Aged Care | 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.)