

Position description

Position	Manager Knowledge, Planning and Performance		
Purpose	To lead a whole-of-organisation, strategic approach to commissioning, including: collecting, analysing and utilising data; conducting regional health needs assessments; planning; procurement policies and processes; and monitoring, reporting and evaluation.		
Salary Band	Salary Band 2		
Approval date	3 April 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

- lead and manage the PHN's annual activity and operational planning for the delivery of funded activities
- maintain accountability for meeting the PHNs contractual obligations and lead processes to support provision of needs assessments, activity work plans, and qualitative and quantitative reports
- oversee and provide strategic guidance to the PHN to ensure probity and a consistent and robust procurement process across the organisation
- maintain accountability and oversight of data governance and adherence to privacy legislation
- lead the efficient, effective and secure collection, analysis, quality assurance and use of data across the organisation to improve health planning, monitoring and evaluation
- develop and oversee the implementation of an organisation-wide framework for monitoring and evaluation of commissioned activities
- drive organisational commissioning capability, data literacy and meaningful use of data and information
- contribute to the leadership of cross-PHN programs of work
- represent the organisation on relevant committees, advisory groups, and at events as they relate to the role and organisational objectives.

Management/ Executive Management (as applicable)

- develop and lead the Knowledge, Planning and Performance team by providing effective coaching, mentoring and professional development opportunities; and applying appropriate recruitment, induction and performance management principles which comply with our policies and procedures
- develop strategic linkages and strong collaborative relationships with key stakeholders and partner organisations at the community, state and national levels, including health service providers, peak bodies, policy makers, potential funders and governments
- provide thought leadership for policy, advocacy and system improvement and identify new opportunities that support the PHN's strategic vision
- as part of the leadership group, actively contribute to a positive, supportive and high-performing organisational culture.

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: Executive Manager | Aged and Community Care System Improvement

Direct reports: Team Lead | Data

Team Lead | Commissioning

Health Data Officer | Workforce Planning and Prioritisation

Level of delegation

(Per Delegation Matrix – CEO to staff)

Level 2 - Managers

Key selection criteria

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

Qualifications and experience

- tertiary qualification in public health, population health, health promotion, planning, evaluation or similar
- skills, knowledge and experience in providing guidance to organisations and individuals in the strategic use of data, needs assessments, monitoring and evaluation for service and system improvement
- skills, knowledge or experience in successfully leading and developing a high-performing team
- proven experience in the development and implementation of plans aligned to the organisation's strategic goals
- experience in the development and maintenance of strategic, effective relationships and collaborative mechanisms with diverse stakeholders
- excellent verbal and written communication skills with the ability to motivate, influence and gain commitment
- experience or knowledge of managing complexity in a changing and often challenging environment

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.)