

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; engagement and co-design with stakeholders; planning; procurement of services; and monitoring and evaluation.		
Approval date	8 April 2020	Approved by	Abbe Anderson

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 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 voice
- Re-orient the health system toward care close to home
- Build capacity of providers to meet health needs of our region.

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 twice a year formally and on an ongoing basis informally with team members and managers.

Role-specific

- lead the efficient, effective and secure collection, analysis and use of data across the organisation to improve health planning and delivery, including working as part of Primary Health Insights
- act as Data Custodian for the organisation, including responsibility for access and disclosure for all data systems, responding to data sharing requests and reporting data breaches as required under legislation
- ensure appropriate engagement of stakeholders within and without the organisation, including through the Clinical Council and Community Advisory Committee, to identify priority health needs of our communities and co-design appropriate responses

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- lead and manage the PHN's annual activity and operational planning for the delivery of the PHN's funded activities
- ensure the PHN meets its contractual obligations to submit needs assessments, annual work plans, and qualitative and quantitative reports
- oversee and provide strategic guidance to the PHN to ensure a consistent and robust procurement process across the organisation and ensure probity
- develop and oversee the implementation of an organisation-wide framework for the monitoring and evaluation of the performance of activities delivered by the PHN and funded providers, and use this to drive improvements in planning and delivery

Management

- 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
- identify, build and maintain excellent relationships with key stakeholder and partner organisations including health service providers, policy makers, potential funders and governments.

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 | Commissioned Services

Direct reports: Health Data Project Coordinator; Health Data Projects Officer; Population Health Data Officer; Reporting and Database Officer; Evaluation and Reporting Officer; Evaluation and Procurement Officer; Program Support Officer | Knowledge, Planning and Performance

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

- minimum of a bachelor level 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, co-design, monitoring and evaluation to provide 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 the PHN offices. 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.)