

Position description

Position	Manager Workforce Prioritisation and Planning		
Purpose	To lead the state-wide implementation of the Queensland Primary Health Network (PHN) workforce training needs and capacity assessment for the Australian General Practice Training Program (AGTP).		
Approval date	17 August 2022	Approved by	Libby Dunstan

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.

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.

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Role-specific

- plan, lead and manage the state-wide implementation of the Workforce Prioritisation and Planning (WPP) program in Queensland to achieve agreed outcomes in accordance with strategic vision, timeline, budget, quality, performance and contractual requirements
- employ advanced project management methodologies to ensure project deliverables are met and outputs, outcomes and processes are recorded and evaluated
- establish and support the state-wide governance structures in relation to the WPP program
- lead the design and implementation of templates, processes and systems for collecting and mapping required data as part of program requirements
- establish and oversee data governance processes (within PHNs and external agencies) relative to the scope of the program
- liaise with all Queensland PHN WPP teams and key stakeholders to determine the scope of data required to inform GP training needs and capacity, including rural generalist scope and regional pathway opportunities
- support the Queensland PHN WPP teams to implement local (per PHN) engagement and data collection strategies suitable to the program's needs
- using qualitative and quantitative data and in consultation with relevant stakeholders, develop robust and evidence-based reports that outline current and future community health needs, current training capacity, requirements to develop future training capacity, and pathways for registrars to complete all training within the region
- lead the delivery of state-wide stakeholder engagement activities as outlined in the stakeholder management plan
- contribute strategic insights into program improvement, pursue forecast opportunities and manage risks
- engage with AGPT WPP program leads across other jurisdictions to support program efficiency and effectiveness
- ensure all reporting and contractual requirements are met within budget

Management

- develop and lead the state-wide WPP team by providing effective 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 at the community, state and national levels
- 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 | Health Systems Improvement

Direct reports: Data Manager | Workforce Planning and Prioritisation

Data Analyst | Workforce Planning and Prioritisation

Program Support Officer | Workforce Planning and Prioritisation.

Indirect reports: Local WPP staff across the 7 QLD PHNs (including Brisbane North PHN)

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
- demonstrated understanding of the primary health care system and Australian General Practice Training (AGPT) pathways
- highly developed project management skills with an ability to develop implementation plans to meet strategic objectives
- experience in overseeing coordinated data collection and advice across a distributed network.
- experience with interpreting evidence and developing reports to inform planning decisions
- 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
- skills/experience in successfully leading and developing a high-performing team
- experience or knowledge 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.)