

Position description

Position	Lead Mental Health and Wellbeing Initiatives		
Purpose	Explore and lead initiatives that support the achievement of the goals of the regional plan for mental health, alcohol and other drugs and suicide prevention 2025-2030.		
Salary Band	Salary Band 3		
Approval date	09 September, 2025	Approved by	Caroline Radowski

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
- An accountable, high performing organisation.

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 contribute to the creation, development, and facilitation of regional quality improvement mechanisms that will inform comprehensive and responsive procurement and commissioning practices in line with the PHNs commissioning framework
- lead and support the full commissioning cycle including planning, design, procurement strategy development, contract and KPI development, evaluation and performance monitoring
- apply best practice engagement and partnering approaches to collaborate with health and community stakeholders to embed joint regional planning (2025-2030) using human centred design principles and methodology
- align mental health regional planning engagement practices and quality improvement initiatives with PHN strategic objectives and policy
- lead and engage with multiple stakeholders, including government, community providers, and the lived experience community to develop and implement regional mental health and wellbeing solutions that meet community need and address system-wide priorities
- work with relevant internal and external stakeholders to design and implement data collection and analysis processes to inform evaluation and monitoring of regional quality improvement initiatives specific to mental health, suicide prevention, early intervention and capacity building
- actively contribute to system reform in mental health and suicide prevention through participation in appropriate PHN, HHS, and sector-wide committees.
- interpret relevant national, state and regional strategies to support regional planning in mental health, alcohol and other drugs, and suicide prevention
- lead and support internal PHN teams to plan, implement and evaluate Brisbane North PHN's equity and access initiatives, in particular reconciliation action plan (rap) deliverables
- support implementation of the south-east Qld first nations health equity strategy through collaborative regional approach initiatives

General

- regularly attend team and staff meetings, including face to face attendance outside of agreed work pattern where required
- 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
- 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
- handle 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 | Strategy and Partnerships – Mental Health and Wellbeing

Direct reports: None

Level of delegation

(Per Delegation Matrix – CEO to staff)

Level 3 – Team Leaders/Leads

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 community services related discipline with significant experience in mental health or community settings
- knowledge and previous application of local, state, and national policies and strategy directions for mental health and alcohol and other drugs, and suicide prevention
- understanding of the principles of human rights in mental health service delivery, and needs of priority populations for mental health, alcohol and other drugs, and suicide prevention
- demonstrated relevant experience in developing and monitoring the implementation of models of mental health service delivery, suicide prevention, community development and capacity building
- demonstrated experience in the interpretation of population health needs analysis, and ability to identify gaps, prioritise needs, and form hypothesis' to shape quality improvement initiatives
- well-developed data analytical and problem-solving skills, including good data collection, analytical and reporting skills to monitor and review service activities, measure outcomes and identify trends
- demonstrated experience in working collaboratively with the lived living experience community, carers, commissioned providers, sector leads, peak bodies and government stakeholders
- project management experience in a health or wellbeing-related project/program, coordinating resources and meeting reporting requirements to ensure project outcomes are achieved
- ability to thought lead and work independently and as part of an on-site and remote team
- exceptional written and verbal communication skills with the ability to communicate effectively with influence across a variety of mediums with a range of stakeholders
- experience working with Aboriginal and Torres Strait Islander peoples and implementation of Reconciliation Action Plans would be highly regarded

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.)