

## Position description

<b>Position</b>	Planning and Reporting Project Officer   Knowledge, Planning and Performance		
<b>Purpose</b>	To undertake planning and reporting activities and deliverables for the PHN and its program teams		
<b>Approval date</b>	25 January 2022	<b>Approved by</b>	Paul Martin

### 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 km<sup>2</sup> 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.

#### Role-specific

- work with the Knowledge, Planning and Performance team to develop and implement annual planning processes that are consistent with PHN objectives and requirements



[www.brisbanenorthphn.org.au](http://www.brisbanenorthphn.org.au)

Level 1, Market Central  
120 Chalk Street, Lutwyche QLD 4030  
PO Box 845 Lutwyche QLD 4030  
t 07 3630 7300 f 07 3630 7333

Level 2, 10 Endeavour Boulevard  
North Lakes QLD 4509  
PO Box 929 North Lakes QLD 4509  
t 07 3490 3490 f 07 3630 7333

- provide support to internal PHN staff to use the Comprehensive Activity Planning system for the completion of all internal and external requirements
- coordinate the submission of PHN deliverables to the Department of Health via the PPERS system, including Annual Activity Work Plans and annual reporting
- support internal teams in reporting requirements, including the compilation of weekly, monthly and annual reports and the development of reporting templates
- facilitate production of PHN reporting requirements, including to the Board of Directors, relevant funders and other stakeholders as required
- support implementation of the PHN Internal Performance Framework
- contribute to the development and implementation of quality improvement activities to ensure that effective and efficient systems are in place to support PHN reporting and evaluation activities

### **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: Manager | Knowledge, Planning and Performance

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**

- a graduate qualification in health services, social science, community services or related discipline
- experience in project planning
- experience of preparing activity reports for management, funders and/or other stakeholders
- intermediate to advanced skills in Microsoft Word, Outlook, Excel and PowerPoint
- experience with PowerBI and/or other data visualisation software
- knowledge of the primary healthcare industry or ability to acquire that knowledge quickly.

## **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.)