

Position description

Position	Program Coordinator Workforce Planning and Prioritisation		
Purpose	This position will support and understand the workforce needs and training capacity of General Practice and GP Registrars in the Brisbane North PHN region as part of the delivery of the GP Workforce Planning and Prioritisation (GP WPP) Program.		
Approval date	26 October 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.
- 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.

About the GP WPP Program

The Australian General Practice Training (AGPT) Program is a postgraduate vocational training program for medical practitioners wishing to pursue a career in general practice in Australia. The AGPT Program is a three to four-year training program that offers 1,500 commencing training places each year. Selection into the AGPT Program is a competitive merit-based process.

From 1 February 2023, program governance for the administration of the AGPT program is the responsibility of the GP colleges (RACGP and ACRRM). The transition of the AGPT program to a college-led model will streamline pathways for GP registrars to deliver a general practice workforce that meets community needs. When a GP registrar has successfully completed their training under the AGPT program, they become a

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'fellow' of one or both colleges and registered as a specialist general practitioner with the Medical Board of Australia.

The GP WPP activity will deliver robust, independent, evidence-based advice to the Department and GP colleges to inform AGPT training placement priorities at the general practice catchment (GP catchment) level. This will support the delivery of a GP workforce to meet current and future GP workforce needs and address workforce shortages. GP WPP analysis will inform distribution targets set by the Department and will assist the GP colleges in placement decisions and training capacity planning.

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

- establish and maintain productive working relationships with General Practices, GPs, practice managers, and ACCHOs to inform WPP activities
- identify, establish and maintain positive working relationships with key stakeholders in the GP WPP program within the PHN region and consult with local stakeholders for the purpose of understanding workforce needs and training capacity
- develop the workforce needs reports and training capacity reports, including evidence-based recommendations, as part of the WPP program for the PHN region plan and coordinate twice-yearly community consultation and surveys with General Practice teams, Registrars and GPs in the North Brisbane and Moreton Bay Region to seek feedback on local WPP recommendations
- working collaboratively with the GP Advisor, liaise with existing Registrars in the catchment to determine suitability of the training placements, opportunities for gaining advanced skills, and other issues that may affect trainee wellbeing.
- attend and support network events to gather insights from local GP and Registrars.
- liaise and collaborate with all internal team members to provide local intelligence to inform GP training needs and capacity, including all generalist scope and regional pathway opportunities.
- represent the organisation on relevant committees, advisory groups, and events on a local, state-wide and national level as they relate to the role and organisational objectives
- stay informed on the details and requirements of the Australian General Practice Training program and other GP training pathways
- other duties as directed by the Manager

General

- regularly attend and contribute to 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 | Primary Care

Direct reports: N/A

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

- Tertiary qualifications or relevant experience in health, business, communications or a related field
- Proven track record in customer service and stakeholder engagement, including the ability to build relationships, foster networks and support partnerships with internal and external stakeholders including General Practitioners, Practice Managers, Hospital and Health Services (HHSs) and Aboriginal Community Controlled Health Organisations (ACCHOs).
- Strong interpersonal skills with the ability to build and maintain productive relationships and foster networks and linkages
- Advanced written and verbal communication skills with experience producing plans and reports and facilitation and/or delivery of training and information to individuals and/or small groups
- Demonstrated strong organisational and project management skills with an ability to manage competing timelines and prioritise deliverables while maintaining a high attention to detail
- Well-developed analytical and problem-solving skills including interpretation of relevant data reports and the ability to undertake analysis of stakeholder feedback.
- Ability to work independently and effectively within a diverse team and collaborate with other internal portfolios
- Strong understanding of the health system including Primary Health Networks (PHNs) and their purpose and relevant and current knowledge of requirements of Australian General Practice Training, RACGP Vocational Training Standards, ACRRM Training Standards for Supervisors and Training Posts, National Terms and Conditions for the Employment of Registrars (NTCER) (highly desirable).

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. 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.)