

Position description

| | | | |
|----------------------|---|--------------------|---------------|
| Position | Program Support Officer Knowledge, Planning and Performance | | |
| Purpose | To provide high-quality program and administrative support to the Knowledge, Planning and Performance team. | | |
| Approval date | 3 November 2020 | 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.

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

- provide project support to the Knowledge, Planning and Performance team including planning, reporting, data entry, stakeholder correspondence, event planning and logistics
- provide high level secretariat support to relevant internal and external committees and working groups, as required
- provide extensive high quality administrative support to the manager and team, including fully participating as part of the broader organisational administration team, regular administration meetings and provision of reception relief as part of a rotating roster



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

- as part of the broader organisational administrative team, support PHN stakeholder engagement through the Engagement HQ Platform
- with guidance, support contract administration for PHN programs including data entry into the Contracts Management Module (CMM) system, monitoring contract deliverables, due diligence checks, stakeholder updates and tracking receipts and invoices
- with guidance, provide support to PHN staff in usage of the Comprehensive Activity Plan System (CAPS).

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

- qualifications or demonstrated experience in provision of administrative support, including general secretariat support such as liaison with stakeholders, organising meetings, taking minutes and diary management in a computerised work environment
- qualifications or demonstrated experience in provision of project support, including effective time management, strong communication skills, document management, good organisational skills and ability to work as part of a team
- advanced skills in Microsoft Word, Outlook, Excel essential, and SharePoint desirable

- exemplary phone and customer service skills, including experience dealing with confidential and sensitive information in a professional manner
- knowledge of the primary healthcare industry or ability to acquire that knowledge quickly is 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, 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.)