

Position description

Position	Project Coordinator – Primary Sense Transition		
Purpose	Responsible for project management to support the internal and external readiness, transition, implementation, and adoption of the Primary Sense™ population health management software for general practice for Brisbane North PHN. This position will be supported by an internal Working Group.		
Approval date	6 May 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

Brisbane North PHN has created this position to project manage the internal and external readiness, transition, implementation and adoption of the Primary Sense™ population health management software for general practice across Brisbane North PHN.

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

- establish and maintain project governance to support the deliverables of the project, including with other interested Participating PHNs in Queensland to support collaboration and efficiencies
- working with the internal Working Group, coordinate and lead the project management (planning, implementation, monitoring) to deliver desired outcomes within resourcing, timelines and budget parameters
- align the project to actively support primary health transformation within the scope of health management software, through identification and coordination of priorities, capability and capacity building, partnerships, change management and quality improvement frameworks
- identify barriers and enablers to change management and adoption of new technology and systems in primary care and implement evidence-based approaches
- formulate and implement plans to support the system change/redesign of programs and projects needed internally within Brisbane North PHN to successfully implement the Primary Sense Transition Project for the company
- provide authoritative advice to internal and external stakeholders and prepare and present detailed reports, briefs, and other documentation as required on complex matters relating to the project
- monitor and report on project progress to key internal and external stakeholders on overall project performance, including providing project reports to the Internal Working Group, PHN Executive and Board, and lead national PHN to assist in the decision-making processes for the project
- identify and provide timely authoritative quality advice on issues affecting projects and facilitate decisions leading to proactive project implementation, including management of dependencies and constraints
- actively identify emerging pressures, issues, risks and initiate management strategies to address them
- establish strong linkages with lead national PHN, other Participating PHNs, Hospital and Health Services, the Queensland and Commonwealth governments and relevant organisations to inform activities
- work with the Communications and Engagement team to develop a communications plans and compelling value proposition around the meaningful use of Primary Sense to drive quality patient care and associated marketing and communications collateral

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 | Primary Care

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

- relevant qualification/s in project management discipline and formal tertiary qualifications in business, health, information management or a related field
- a minimum of five years' experience successfully developing and implementing complex system implementation projects and programs to affect systems change to deliver results within timeframes and budgets
- proven ability to influence, negotiate and engage positively with internal and external stakeholders to achieve project delivery and outcomes
- detail-oriented analysis skills, problem solving, and strong organisational skills including ability to effectively prioritise workload and competing priorities
- high level communication skills including written skills, consultation and negotiation and interpersonal skills, with a demonstrated ability to problem solve and use initiative and judgement
- ability to work independently and as part of a team
- intermediate to advanced skills in the MS Office suite – Word, Outlook, Excel and PowerPoint.
- experience managing ICT health implementation projects, ideally in a community or not for profit setting (desirable)
- understanding and experience in health care sector including primary health care (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.)