

Position description

Position	Project Lead Initial Assessment and Referral National Support Project		
Purpose	Lead a national capacity building project working with Australia's 31 PHNs to support GP training in the Initial Assessment and Referral Decision Support Tool.		
Approval date	12 July 2024	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, parts of Somerset Regional Council and Norfolk Island. 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
- Facilitate care closer to home
- Address health gaps and inequities
- Transform and connect primary healthcare
- Drive organisational excellence.

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

The Project Lead is responsible for key outcomes under the Initial Assessment and Referral National Support Project, a national capacity building project working with Australia's 31 PHNs through:

- a central practice leadership, clinical liaison, and mentoring function for IAR Training and Support Officers (IAR TSOs)
- a national IAR community of practice for IAR TSOs and GP IAR Clinical Champions
- sub-contracting PHNs to deliver additional sessions of national IAR-DST training.

The Initial Assessment and Referral Decision Support Tool (IAR-DST) provides an evidence-based tool for conducting initial assessment and referral of individuals presenting with mental health conditions in primary health care settings within Australia.

PHNs each employ an IAR Training and Support Officer to support General Practitioners (GPs) and clinicians in their network to learn about, use and embed the IAR in clinical practice. It is expected that around half of the national GP workforce (approximately 20,000) will be trained in the tool by June 2025.

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 the IAR National Support Project to support the quality and outcomes of the IAR-TSO Program through targeted capacity-building activities.
- Collaborate with the IAR-DST Clinical Director to facilitate a monthly national community of practice for PHN IAR Trainers and GP IAR Clinical Champions to discuss and share their knowledge and expertise and to develop common approaches to continuously improve the quality of IAR training.
- Collaborate with the IAR-DST Clinical Director to establish a central practice leadership function for the IAR-TSO Program, spanning training support, clinical liaison, and mentoring functions for TSOs.
- Plan and implement the sub-contracting of PHNs to deliver national IAR-DST training-an additional stream of GP training that will complement PHN's regional training programs.
- Liaise with, and report on project outcomes to, the Commonwealth Department of Health and Aged Care.
- Engage with internal stakeholders across all 31 PHNs and external stakeholders as required.
- Identify and engage with subject matter experts and other stakeholders to contribute to the project, community of practice meetings, or individual PHN capacity-building.

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.
- 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: National Policy and Capacity Building Manager | Mental Health and AOD

Direct reports: Nil

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 in a health-related field and relevant experience in mental health program design or delivery.
- Experience leading health projects, program management and/or capacity building.
- Knowledge and/or experience of the mental health and suicide prevention sector, including the PHN mental health program, and mental health intake, assessment, and referral services.
- Ability to develop and maintain effective relationships with stakeholders including government, Primary Health Networks, and primary care practitioners to achieve project outcomes.
- Ability to manage own workloads and outputs while ensuring projects or tasks are completed within agreed timeframes.
- Excellent interpersonal and communication skills including the ability to develop position papers and consult, advocate, negotiate and liaise effectively with a diverse range of people.

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.)