

## Position description

<b>Position</b>	Project Lead   Implementation Support Project		
<b>Purpose</b>	Coordinate a national capacity-building project working with Australia's 31 PHNs to strengthen regional mental health intake and navigation services.		
<b>Approval date</b>	11 July 2023	<b>Approved by</b>	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 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.

The Coordinator is responsible for key outcomes under the Implementation Support Project, a national capacity building project working with Australia's 31 PHNs to develop and strengthen the PHNs' regional mental health intake and navigation services.

These services are part of Head to Health, the Commonwealth Government's national program to improve access to mental health services in the community. For Head to Health, all PHNs commission a free, easily accessible entry and navigation service into mental health and complementary services in their region, spanning intake, engagement, assessment, referral and brief interventions for people with a range of mental health needs.

### **Role-specific**

- Drive collaboration among PHNs to develop the quality, capacity, and integration of intake and navigation services that help people to receive the right level of care at the right time for their mental health needs.
- Facilitate engagement with PHN teams, the Commonwealth Department of Health and Aged Care, and stakeholders including the National Mental Health Commission, HealthDirect, researchers, and external consultants.
- Coordinate the national capacity-building Project to support PHNs' service and workforce development, model implementation, and strengthen the quality, safety and effectiveness of their regional mental health intake and navigation services.
- Coordinate a national community of practice for PHN managers and practice leaders to discuss and share their knowledge and expertise and to develop common approaches to continuously improving the quality of their mental health intake and navigation services.
- Identify and lead project activities to promote collaboration, shared learning, and quality improvement for PHNs to implement intake and navigation services.
- Identify and engage with subject matter experts and other stakeholders to contribute to the Project, Community of Practice meetings, or individual PHN capacity building.
- Promote collaboration and maintain communications with and between PHNs, the Department of Health and Aged Care, and other identified stakeholders.
- Provide day-to-day co-ordination and support to the Project Officer – Implementation Support Project.

### **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 in health program implementation, project management and capacity building.
- Knowledge and/or experience of the mental health and suicide prevention sector, including the PHN mental health program, Head to Health, and mental health intake, assessment, and referral services.
- Ability to develop and maintain effective relationships with varied stakeholders including government, Primary Health Networks, and health service providers to facilitate the achievement of activity plans and project outcomes.
- Ability to maintain effectiveness while adjusting to a changing environment, varying tasks, responsibilities and priorities.
- 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.)