

Position description

Position	Project Officer Engagement Workforce Planning and Prioritisation		
Purpose	To support and understand the workforce needs, training capacity and training pathways 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	25 January 2024	Approved by	Rachelle Foreman

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
- Facilitate care close to home
- Address health gaps and inequalities
- 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.

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 '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

- support the local GP WPP team to deliver the WPP program for the Brisbane North PHN region.
- establish and maintain productive working relationships with General Practitioners, Practice Managers, Hospital and Health Services (HHSs) and Aboriginal Community Controlled Health Organisations (ACCHOs) to inform WPP activities.
- actively assist in stakeholder and community consultation, surveys and data collection with General Practice teams, Registrars and GPs in the North Brisbane and Moreton Bay region.
- contribute to the workforce needs, training capacity and training pathways reports, including evidence-based recommendations, as part of the WPP program for the Brisbane North PHN region plan under the guidance of the Lead.
- attend and support network events to gather insights from local GP, Registrars and other stakeholders.
- liaise and collaborate with all internal team members to provide local intelligence to inform GP training needs and capacity, and training pathways, including all generalist scope and regional pathway opportunities.
- stay informed on the details and requirements of the Australian General Practice Training program and other GP training pathways
- assist with the review and analysis of qualitative data obtained through the consultation process

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: Lead | Workforce Planning and Prioritisation

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

- 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).
- Written and verbal communication skills with ability to contribute to plans and reports
- Knowledge of the health system including Primary Health Networks (PHNs) and their purpose (essential), 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) (desirable).
- Highly developed skills in Microsoft Word, Outlook, Excel and PowerPoint
- Analytical and problem-solving skills including interpretation of relevant data reports and the ability to undertake analysis of stakeholder feedback (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 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.)