

Position description

Position	Project Officer I Greater Choices for At Home Palliative Care		
Purpose	Support the delivery of Aged and Community Care projects and initiatives to improve the healthcare system and services and the health and wellbeing of the community.		
Approval date	15 August 2023	Approved by	Sharon Sweeney

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
- An accountable, high performing organisation.

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 key focus of this role will be to support the Greater Choices for At Home Palliative Care program of work.

Role-specific



- support the Healthy Ageing project team to develop, deliver and evaluate aged and community care initiatives
- assist with the preparation, maintenance and monitoring of project planning documents and tools.
- identify and implement business process improvements (including digital solutions) to continually improve team processes
- engage and collaborate with relevant stakeholders from the acute, community and primary care sectors to support the progression of aged and community care initiatives
- provide secretariat support to various collaboratives and meetings.

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 I Healthy Ageing

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

- demonstrated experience in providing project management support, including monitoring and tracking project deliverables and outcomes, and preparation of reports
- strong aptitude for, and experience in, using digital systems and tools to support contract management, project monitoring and evaluation, and project administration functions
- experience in working collaboratively across multiple stakeholders to achieve agreed outcomes
- experience in working within the aged, disability, and/or health system, or ability to quickly acquire relevant knowledge, is highly desirable.
- high level interpersonal and communication skills
- highly developed skills in Microsoft Word, Outlook, Excel and PowerPoint.

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

Please note that the subject matter of this role will pertain to topics of dying, death, bereavement and grief (inclusive of voluntary assisted dying). We encourage applicants to consider this in assessing their interest and potential suitability for the position.

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.)