

Position description

Position	Project Officer I Regional Planning		
Purpose	To provide high level support for the implementation and delivery of projects for PHN Regional Planning.		
Approval date	30 November 2023	Approved by	Caroline Radwoski

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.

Role-specific

- Provide crucial support for the implementation and delivery of the PHN Regional Planning Group's work plan.



- draft comprehensive project and reporting documentation aligned with organisational standards to facilitate the smooth execution of the Regional Planning Group's responsibilities
- liaise effectively with internal and external stakeholders, ensuring seamless communication and collaboration
- actively engage with stakeholders to gather insights and perspectives that contribute to the success of the Regional Planning Group
- assist the Manager and Leads in fulfilling their broader role within the PHN Regional Planning Group
- collaborate closely with the Manager and Leads to enhance overall group efficiency and effectiveness
- support the Manager in the development of the Regional Plan
- contribute to the strategic planning process by providing valuable insights and assistance in crafting the Regional Plan
- draft and maintain project documentation, ensuring accuracy, completeness, and compliance with organisational branding and style guidelines
- prepare comprehensive reports that support the Regional Planning Group's initiatives and contribute to informed decision-making
- maintain operational and project documentation
- provide high-level administrative and project skills support to the Manager and Leads
- support any other tasks as required by the Manager

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 | Strategy, Policy and Planning

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 project management, 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 the primary health care setting, with demonstrated knowledge of contemporary issues for the mental health sector
- experience working collaboratively across multiple stakeholders to achieve agreed outcomes.
- highly developed organisational skills including ability to effectively prioritise workload and competing or changing priorities
- excellent verbal and written communication skills and interpersonal skills including the ability to prepare quality business documents e.g. reports, project plans and general correspondence
- intermediate to advanced skills in the MS Office suite – 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

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.)