

## Position description

<b>Position</b>	Project Officer - Residential Aged Care Projects		
<b>Purpose</b>	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.		
<b>Salary Band</b>	Salary Band 5		
<b>Approval date</b>	20 May 2024	<b>Approved by</b>	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, parts of Somerset Regional Council and Norfolk Island. 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
- 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

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**

- assist the Healthy Ageing team in developing, implementing, and assessing projects and initiatives aimed at improving the delivery of care and to improve access to primary healthcare for people living in residential aged care.
- 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.
- collaborate with key stakeholders in acute, community, and primary care to advance projects related to aged and community care.
- assist and support the coordination of collaboratives, forums, and consultations with stakeholders from the acute, primary care, residential and community aged care sections to build capacity, strengthen the integration of health and care services and support the delivery of aged care projects to improve outcomes for older Australians.
- provide secretariat support to the Healthy Ageing project team collaboratives and meetings.

### **Please note:**

- It is expected that in this role you are willing and able to meet vaccination and PPE requirements to enable you to enter Residential Aged Care services in order to perform the functions of your role.
- It is expected that in this role you will maintain up to date COVID vaccinations in accordance with current national/state guidelines.
- It is expected in this role that you will have annual Influenza vaccinations.
- You may be required to present evidence of vaccinations on request.

### **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: Project Lead | Residential Aged Care

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

- Experience in providing project management and administrative 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.
- Highly developed skills in Microsoft Word, Outlook, Excel and PowerPoint.
- Knowledge of Residential Aged Care and the broader healthcare sector or the ability to acquire that knowledge quickly is highly 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.)