

Position description

Position	Projects Coordinator – Health Alliance		
Purpose	To coordinate and contribute to the implementation, sustainability, and expansion of innovative models of care designed to improve integration and deliver quality health outcomes.		
Band	4		
Approval date	15 May 2025	Approved by	Paul Martin

About the Health Alliance

The Health Alliance was established in 2017 by Brisbane North PHN and Metro North Health (MNH) to identify health system reform opportunities to jointly address complex challenges facing the North Brisbane health system.

The Alliance facilitates the relevant parts of the health sector in North Brisbane to work together to address issues that transcend the mandate of any one organisation or part of the sector.

The Health Alliance uses a collective impact approach where participants develop a common agenda for change including a shared understanding of the problem and a joint approach to solving it through agreed upon actions.

Governance oversight is provided by a Joint Board Committee, drawing members from both the Brisbane North PHN and MNH Boards as well as the two Chief Executives. The Joint Board Committee provides strategic advice and direction to the Health Alliance.

About Brisbane North PHN

The PHN's 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.

Brisbane North one of 31 Primary Health Networks across Australia.

The PHN works with local communities, consumers, carers, health professionals, hospitals and community providers to understand our community and their needs. The PHN then engages 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.

About Metro North Health

Delivering outstanding health services is just one of the ways that MNH cares for the community. Our passion for people is reflected in the way we do our work and live our values every day. We value and nurture our team members so that they can provide quality value-based care to patients across our diverse organisation. Our focus on Value Based Healthcare means we expect our staff to deliver the care the patient needs, no more and no less, to achieve the best quality of life for our community. This passion fuels our collaborative culture of innovation and research.

MHN embraces the diversity of local and greater communities as we provide services to people throughout Queensland, northern New South Wales and the Northern Territory, in all major health specialities including medicine, surgery, mental health, cancer care, trauma, women's and newborn care, and more than 30 sub-specialities. Metro North services include rural, regional and tertiary hospitals, and community and oral health services.

MHN's diverse Health Service provides a wide variety of rewarding career paths across our tertiary/quaternary referral hospitals, secondary hospitals, community health centres, residential and extended care facilities and regional community hospitals. We expect our staff and volunteers to translate our values into action through providing high quality connected care that is relevant, efficient and respectful of our patients' needs and wishes. Our people are passionate about our community and patients with a focus on putting people first.

Please visit the MNH website for additional information about Metro North. <http://metronorth.health.qld.gov.au/>

MNH Vision

Changing the face of health care through compassion, commitment, innovation and connection

MNH Values

- Respect
- Teamwork
- Compassion
- High Performance
- Integrity

Key outcome areas

Metro North Health and Brisbane North PHN have jointly funded this position to lead and manage the development, implementation and evaluation of a range of programs and projects addressing key health system issues and opportunities.

The position will be part of the Health Alliance team, based at Brisbane North PHN.

To ensure the Health Alliance works effectively to achieve its planned outcomes, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed at least once a year formally and on an ongoing basis informally with team members and managers.

Role-specific:

- work with the General Manager - Health Alliance, management and clinicians from both Metro North Health and primary care settings to develop, deliver and evaluate sustainable models of care
- lead the preparation, maintenance and monitoring of project planning documents and tools including project, change, communication, risk management and evaluation plans
- contribute to co-design and redesign processes, as required, with clinicians, consumers and carers
- establish and manage contracts with consultants and providers where required
- regularly produce quantitative and qualitative reports to monitor progress and provide these to governance groups, funding bodies and other stakeholders

- contribute to the evaluation of projects and the communication of results and use them to drive improvement
- assist with the development of communication collateral to directly engage hospital clinicians, general practices, general practitioners and consumers
- support project governance groups, including through the provision of coordination and secretariat functions for meetings and updating relevant project progress reports, action registers and contact information
- represent the organisation on relevant committees, advisory groups and events as they relate to the role and organisational objectives
- actively contribute to a positive, supportive and high-performing organisational culture.

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.

Role related details

Relationships

Reports to: General Manager - Health Alliance

Direct reports: None

Level of delegation

(Per Delegation Matrix – CEO to staff)

Level 4 – All other staff

Award alignment

Award: Health Professionals and Support Services Award 2020

Level: Support Services Employee Level 7

Key selection criteria

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

Qualifications and experience

- tertiary related health qualifications e.g. nursing, allied health, health sciences, public health or a related discipline or equivalent work-related experience.

- strong understanding of the health care system and in particular the interface between acute tertiary facilities, primary and community care settings (or ability to acquire that knowledge quickly).
- experience in effective stakeholder engagement, consultation and relationship development including consumers, carers, advocates, providers, and policy makers.
- excellent communication skills including verbal and written skills, consultation, negotiation, and interpersonal skills, with a demonstrated ability to problem solve, use initiative and sound judgement.
- demonstrated ability to manage complex and numerous tasks to achieve an outcome, and responsiveness, resilience, and flexibility to manage a rapidly evolving project and program environment.
- Intermediate skills in the MS Office suite – Word, Outlook, Excel, and PowerPoint.

Capabilities

The Brisbane North PHN Leadership and Commissioning Capability Framework applies to all roles within the organisation. Please refer to the Framework document found on our Careers page. Applicants are encouraged to address these.

Leadership		Commissioning	
Capability domain	Level / Proficiency	Capability domain	Level / Proficiency
Leads self	Level - 1	Commissioning & Service Delivery	Band 4 - expected
Engages other	Level - 2	Contract & Performance Management	Band 4 - expected
Achieves Outcomes	Level - 2	Collaboration & Stakeholder Engagement	Band 4 - expected
Drives innovation	Level - 2	Project Management & Governance	Band 4 - expected
Shapes systems	Level - 2	Probity, Compliance & Risk Management	Band 4 - expected
Bases decisions on available evidence	Level - 2	Continuous Improvement & Evaluation	Band 4 - expected

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.)