

## Position description

<b>Position</b>	Team Leader – Priority Populations and Inclusion		
<b>Purpose</b>	Lead the Strategy and Priority Populations team in the development of mental health, alcohol and other drugs, and suicide prevention regional initiatives and relational commissioning.		
<b>Band</b>	3		
<b>Approval date</b>	23 April 2026	<b>Approved by</b>	Caroline Radowski

### 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**



- Develop and lead team members in the commissioning of Universal Aftercare, suicide prevention, community capacity building, and alcohol and other drug services in line with the QLD Bilateral Agreement for Mental Health and Suicide Prevention.
- Develop and lead a high-performing team, responding to day-to-day needs and providing effective coaching and professional development opportunities.
- Develop and implement learning and development frameworks that support the Strategy and Priority Populations team in the undertaking of their roles within their scope of practice.
- Apply appropriate recruitment, induction, and performance management principles in compliance with organisational policies and procedures.
- Coordinate and support the full commissioning cycle including model design planning, procurement strategy development, contracting, and KPI development, evaluation and performance monitoring in line with the PHNs Commissioning Framework.]
- Apply best practice engagement and partnering approaches to collaborate with mental health and community stakeholders to embed joint regional planning (2025-2030) using human centred design principles and methodology.
- Evaluate program effectiveness in accordance with program specifications and the Regional Approach MEL Framework to identify trends and make data-driven recommendations for improvement.
- Work with relevant internal and external stakeholders to design and implement data collection and analysis processes to inform evaluation and monitoring of regional quality improvement initiatives specific to mental health, suicide prevention, and capacity building.
- Oversee and coordinate operational planning, budgeting, resource allocation, risk management, data quality and reporting for the Strategy and Priority Populations team.
- Support the translation of Commonwealth and State strategy through the implementation of operational plans for mental health, alcohol and other drugs, and suicide reform activity to meet regional need.
- Support the Manager | Strategy and Priority Populations with various tasks as required, showcasing a collaborative and supportive approach to achieving organisational goals.

#### General

- Regularly coordinate Strategy and Priority Populations team meetings and 1:1 supervision.
- Regularly attend all-staff meetings and leadership development Communities of Practice and events.
- 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.

Commented [CR1]: @Alicia Reid there is a standard commissioning dot points to put here. I don't think we can tailor it. Can you get this from HR? I also think we should say regional plan so people understand what we are referring to then "regional approach"

Commented [AR2R1]: I've reached out to HR for this inclusion.

## Role related details

### Relationships

Reports to: Manager | Strategy and Priority Populations

Direct reports: Lead – Suicide Prevention and Community Capacity; Lead – AOD and Priority Populations, Coordinator Priority Populations (x 2)

### Level of delegation

(Per Delegation Matrix – CEO to staff)

Level 3 – All other staff

### Award alignment

Award: Health Professionals and Support Services Award 2020

Level:

## 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 in a health-related/community-related field and significant experience in mental health, and/or AOD, and/or suicide prevention services including knowledge of local, state, and national policies and directions.
- Skills, knowledge, and experience in successfully leading and developing a high-performing team, including supporting individuals and teams through change.
- Experience in working collaboratively with individuals and groups including those with a lived experience, carers, local mental health and AOD providers, allied health professionals and other stakeholders and representatives from peak bodies.
- Proven track record in stakeholder engagement, ability to build relationships, and provide performance feedback.
- Project management experience in a mental health or wellbeing-related project/program, coordinating resources and meeting reporting requirements to ensure project outcomes are achieved.
- Excellent verbal and written communication skills and interpersonal skills with the ability to motivate, influence and gain commitment.
- Experience in human centred design, program development, implementation, evaluation/ monitoring and reporting.
- Intermediate to advanced 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	Commissioning & Service Delivery	Band 3 -
Engages other	Level	Contract & Performance Management	Band 3 -

Achieves Outcomes	Level	Collaboration & Stakeholder Engagement	Band 3 -
Drives innovation	Level	Project Management & Governance	Band 3 -
Shapes systems	Level	Probity, Compliance & Risk Management	Band 3 -
Bases decisions on available evidence	Level	Continuous Improvement & Evaluation	Band 3 -

#### **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.)