

Position Description

Position title	Program Officer – Mental Health, Alcohol and Other Drugs (MHAOD)
Status	Full time 12-month temporary role
Location	Eight Mile Plains
ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN	
<p>Brisbane South PHN has a strong commitment to working in partnership with our local communities, with primary health care professionals, regional hospital and health services, all levels of government and with the public, private and not-for-profit sectors. Through delivering on our strategic vision of Better System, Better Health, our aim is that the Brisbane South region, its primary health agencies, professionals and its local communities will be recognised as experiencing a high quality health system that is delivering improved lifelong health and wellbeing.</p> <p>In addition, our values - Courage, Respect, Integrity, Synergy, Purpose - shape the way we work with our stakeholders and with each other.</p> <p>Our efforts are focused on improving the system for everyone – individuals, families, communities, health professionals, key stakeholders and the primary health sector.</p> <p>Brisbane South PHN supports the primary health sector in a number of ways.</p> <ul style="list-style-type: none"> ▪ Through careful analysis, consultation and planning, we help to identify and address health needs and service gaps. ▪ We share knowledge and information with and throughout our network. ▪ We work directly with general practitioners, allied health professionals and health care organisations. ▪ Our services include sharing of information, digital solutions and workforce education and training, so health service providers can be better placed to deliver care to patients, keeping them healthy and out of hospital. ▪ Through our partners and contracted providers we commission the delivery of services for our region’s most vulnerable people, including those in need of mental health, drug and alcohol and other support services. 	
POSITION OBJECTIVE	
<p>The objectives of this position are to:</p> <ol style="list-style-type: none"> 1. Assist in the planning, development, implementation and monitoring of specific program activities designed to improve health outcomes for the Brisbane South community. 2. Ensure activities focus on the achievement of program goals and contribute to the realisation of the Brisbane South PHN strategic goals and vision. 	
Accountability	This position reports to the Director MHAOD
Direct reports	Nil
Budget	Nil
Delegated Authority	As per approved Brisbane South PHN delegations

Position Description

KEY RESPONSIBILITIES

- Work with the Program Coordinators of MHAOD team to develop, implement and monitor commissioned program activities across the Brisbane South region.
- Contribute knowledge and understanding of the community sector in the Brisbane South PHN region to assist with effective planning and delivery of Alcohol and Other Drugs and Mental Health initiatives.
- Develop and maintain effective relationships with key stakeholders including PHNs, service providers, and non-government organisations.
- Develop and monitor project plans and schedules, ensuring delivery of project tasks and control project documentation and provide timely, quality administrative and program support.
- Monitor and liaise with program and external stakeholders to enable effective program delivery and measurement of deliverables and outcomes.
- Any activities that might reasonably be expected in this position.

CAPABILITIES AND COMPETENCIES

Brisbane South PHN has a Capability and Competency Framework aligned to the Strategic Framework, Vision, Purpose and Values. The expected capabilities, competencies and success behaviours for this position are described in the Framework in the role group: **Team member, Support**.

Additional competencies required for success in this position are:

- **Team leader, Senior officer, Coordinator** – Stakeholder Engagement

SKILLS, EXPERIENCE AND QUALIFICATIONS

- Relevant tertiary qualifications in health/business/project management.
- Skilled in organising multiple activities and solving problems creatively.
- Engaging written and verbal communication skills, with good attention to detail.
- High level capacity to work with relationship management and program computer systems including Microsoft Office suite.
- Demonstrated ability to build and maintain positive relationships with internal and external stakeholders, including commissioned program providers.
- Capacity to work autonomously and independently within a values-based team environment.
- A good understanding of the Primary Care Sector is desirable.
- Current driver's licence

Manager's Signature		Date
Manager's Name		
Employee's Signature		Date
Employee's Name		