

# Position Description

<b>Position title</b>	Program Officer – Child, Youth & Family
<b>Status</b>	Full time 12 month role
<b>Location</b>	Eight Mile Plains
<b>ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN</b>	
<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><b>Brisbane South PHN supports the primary health sector in a number of ways.</b></p> <ul style="list-style-type: none"> <li>▪ Through careful analysis, consultation and planning, we help to identify and address health needs and service gaps.</li> <li>▪ We share knowledge and information with and throughout our network.</li> <li>▪ We work directly with general practitioners, allied health professionals and health care organisations.</li> <li>▪ 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.</li> <li>▪ 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.</li> </ul>	
<b>POSITION OBJECTIVE</b>	
<p>The objectives of this position are to:</p> <ol style="list-style-type: none"> <li>1. Assist in the planning, development, implementation and monitoring of specific program activities designed to improve health outcomes for the Brisbane South community.</li> <li>2. Ensure activities focus on the achievement of program goals and contribute to the realisation of the Brisbane South PHN strategic goals and vision.</li> </ol>	
<b>Accountability</b>	This position reports to the Program Manager – Child, Youth & Family
<b>Direct reports</b>	Nil
<b>Budget</b>	Nil
<b>Delegated Authority</b>	As per approved Brisbane South PHN delegations
<b>KEY RESPONSIBILITIES</b>	

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- Work with the Program Manager – Child, Youth & Family and team, to develop, implement and monitor commissioned program activities across the Brisbane South region.
- 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
- Positive National Police Check

<b>Manager's Signature</b>		<b>Date</b>
<b>Manager's Name</b>		
<b>Employee's Signature</b>		<b>Date</b>
<b>Employee's Name</b>		