

Position Description

Position title	Program Coordinator HealthPathways
Status	Full time, Fixed term to 30 June 2026
Location	Eight Mile Plains
ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN	
<p>Brisbane South PHN is one of 31 regional Primary Health Networks (PHNs) established nationally by the Australian Government to help deliver an efficient and effective primary health care system for the people of Australia. We work with health professionals and communities to understand our region's health and wellbeing needs, and commission services that respond to those needs. By investing in person-centred, place-based models of care, we deliver results for the people and communities in our region and support broader health system reform.</p> <p>As a local agent of system change for the people in our region, we're committed to:</p> <ul style="list-style-type: none"> • deeply understanding the health needs and service gaps in our region • commissioning safe, equitable health services in response to people's needs • improving health literacy and access to health services in our communities • supporting health professionals and workers in the primary health system • partnering to deliver better health outcomes and experiences of care for people in our region. <p>Our vision is 'healthy thriving communities'.</p> <p>Our values are Respect, Courage, Integrity, Equity, Collaboration, and Excellence shaping the way we work with our stakeholders and with each other.</p> <p>Our purpose is partnering with care providers and communities to strengthen health and wellbeing, especially for those with the greatest need.</p>	
POSITION OBJECTIVE	
<p>The objective of this position is to:</p> <ol style="list-style-type: none"> 1. Provide high level project and administrative support to the Brisbane South HealthPathways team. This role will work across both Brisbane South PHN and Metro South Health. 2. Effectively coordinate engagement and support with the primary health workforce to support optimisation of Brisbane South HealthPathways 3. Ensure activities focus on the achievement of HealthPathways program goals and contribute to the realisation of the Brisbane South PHN strategic goals and vision. 	
REPORTING RELATIONSHIPS	
Reporting to	Manager Evidence Translation and Innovation
Direct reports	Nil
KEY RELATIONSHIPS	
External	Primary Health Networks, Hospital and Health Services, General Practitioners, Nursing and Allied Health providers working in Primary Care, GP Clinical Editors, Streamliners.
Internal	Evidence Translation & Innovation team, System integration & Coordination team, Program teams.
Delegation Authority	As assigned by the Brisbane South PHN Delegation of Authority Policy

Position Description

KEY RESPONSIBILITIES

Program Design, Delivery and Coordination

- Coordinate and monitor a broad range of activities to support health system integration and stakeholder engagement, responding to identified priority needs of the Brisbane South HealthPathways partnership.
- Contribute to the planning, design, implementation and evaluation of program, initiatives, utilising project management approaches including:
 - Coordinating and reporting on activity in accordance with operational plan, timeframes and budgets;
 - Applying project management principles as appropriate;
 - Ensuring the establishment and maintenance of productive and collaborative relationships with internal and external stakeholder;
 - Proactively and continually seeking innovative ways to improve program outcomes.
- Establish internal processes to build capability and drive adoption of HealthPathways as a core resource across Brisbane South PHN, Metro South Hospitals, Childrens Health Queensland, and Mater Hospital.
- Prepare and deliver reporting, briefs and correspondence for a range of external and internal audiences.
- Maintaining currency of related program content and information including but not limited to resources, webpages, communication collateral.
- Manage the collection, publication and maintenance of localised non-clinical page content.

Stakeholder Engagement

- Develop and maintain strong relationships with key stakeholders including project staff, primary care providers, Hospital and Health Service staff, external vendors and other partners as required.
- Drive meaningful adoption of the HealthPathways tool throughout the region including supporting coordination of relevant meetings, education events and other engagement activities.
- Positively contribute to the working environment to achieve objectives, ensuring prompt and effective resolution of stakeholder issues and feedback, escalating as required.

General

- Perform other duties consistent with the position where required and/or requested by management from time to time.
- Complete mandatory and other training as required.
- Adhere to all organisational policies and procedures, including all workplace health and safety measures, relevant to both workplaces.

KEY SELECTION CRITERIA

Essential

- Demonstrated experience working in and/or strong understanding of the primary health care sector and/or hospital system and the broader Australian health system.
- Ability to operate collaboratively within a high functioning team.
- High level written and verbal communication and interpersonal skills to communicate with a range of stakeholders of varying skills and experience.
- Strong problem-solving skills with the ability to analyse issues and work collaboratively on solutions, escalating matters as appropriate.
- Demonstrated experience in developing and maintaining effective internal and external relationships to support integrated and coordinated ways of working and effective systems change.
- Demonstrated experience managing numerous tasks to meet deadlines in a high demand work environment using well developed project management skills.
- Proven capacity to work autonomously and independently within the scope of the role, demonstrating initiative in coordination of engagement approaches.
- Moderate to high level of computer literacy including skills in Microsoft Office suite applications.

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<ul style="list-style-type: none">• Current driver’s licence• National Police Check		
Desirable		
<ul style="list-style-type: none">• Familiarity with the HealthPathways platform		
Core Capabilities		
<p>The Brisbane South PHN Capability Framework defines the core capabilities including knowledge, skills and behaviours required for all employees to perform their role and ultimately for Brisbane South PHN to deliver on its strategic objectives.</p>		
<p>This position is classified as Band Level 2.</p>		
Manager’s Signature		Date
Manager’s Name		
Employee’s Signature		Date
Employee’s Name		