

Position Description

Position title	Project Coordinator – Mental Health Suicide Prevention and Alcohol and Drugs
Status	Fixed term Full-time
Location	Eight Mile Plains
ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN	
<p>Brisbane South PHN puts people at the heart of health care. We specialise in person-centred, place-based health system reform that delivers meaningful change and sustainable results. We are partnering to build a health and wellbeing system in which every person in the Brisbane south region, especially those with the greatest need, is supported to live well and experiences care that is connected, high quality and easy to access - our vision is ‘the best possible health and wellbeing for every person in the Brisbane south region’.</p> <p>In addition, our values - Courage, Integrity, Purpose, Respect, Synergy - shape the way we work with our stakeholders and with each other.</p> <p>Our purpose in partnering to build a health and wellbeing system in which every person in the Brisbane south region, especially those with the greatest need, is supported to live well and experiences care that is connected, high quality and easy to access.</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. Provide coordination and support for the implementation of activities identified in the Brisbane South PHN and Metro South Health Joint Regional Plan, and other Mental Health, Suicide Prevention and Alcohol and Other Drugs (MHSPAOD) projects and initiatives, in collaboration with regional partners and stakeholders. 2. Support the MHSPAOD portfolio with project activities, stakeholder engagement, documentation, and governance functions, including maintaining project schedules, records, and secretariat processes. 3. Ensure activities contribute to the achievement of program goals and support the realisation of the Brisbane South PHN strategic vision for improved health and wellbeing in the region 	
REPORTING RELATIONSHIPS	
Reporting to	This position reports to Program Manager – Regional Planning and Partnerships MHSPAOD

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Direct reports	Nil
KEY RELATIONSHIPS	
External	Department of Health, Disability and Ageing, Queensland Health, Metro South Health, Mental Health providers and peak bodies, Alcohol and Other Drug providers and peak bodies, Primary Care stakeholders including General Practice, Other Primary Health Networks, people with Lived-Living Experience
Internal	All Brisbane South PHN teams
KEY RESPONSIBILITIES	
<p>Project Coordination and Support</p> <ul style="list-style-type: none"> Support the implementation of Joint Regional Plan actions and MHSPAOD team projects through effective coordination and tracking of project activities. Assist with the development and monitoring of project plans, schedules, and deliverables. Maintain accurate project records, registers, and documentation in line with governance and reporting requirements. Contribute to the preparation of reports, briefings, presentations, and other project materials. Support procurement, contracting and commissioning processes where required. <p>Secretariat and Governance</p> <ul style="list-style-type: none"> Provide secretariat support for governance and advisory committees, including scheduling, agenda preparation, minute-taking, and action tracking. Assist with monitoring follow-up actions and supporting timely stakeholder engagement and accountability. Maintain governance documentation, contact lists, and distribution records. <p>Stakeholder and Community Engagement</p> <ul style="list-style-type: none"> Assist in the coordination of stakeholder engagement activities, including workshops, co-design sessions, and events. Maintain positive working relationships with internal teams, commissioned service providers, community partners, and government agencies. Support internal and external communications, including drafting correspondence and stakeholder updates. <p>Monitoring and Reporting</p> <ul style="list-style-type: none"> Support program monitoring and evaluation activities by collecting, collating, and maintaining accurate data on deliverables, milestones, and outcomes. Assist in identifying risks or issues and escalating them in a timely manner. Support and contribute to project/ organisational outcomes reporting. <p>General</p> <ul style="list-style-type: none"> Perform other duties consistent with the position where required and/or requested by management. Complete mandatory and other training as required. 	

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- Adhere to all organisational policies and procedures, including all workplace health and safety measures.

KEY SELECTION CRITERIA

Essential

- A tertiary qualification in a Public Health/Social Work/Human Services/Health or other related discipline.
- Demonstrated experience supporting the implementation of projects or programs involving multiple stakeholders.
- An understanding of service delivery, engagement and collaboration within the mental health, community sector, Alcohol and drugs sector.
- Proven experience in service design and planning, implementation and monitoring, including managing projects with a diverse range of stakeholders.
- Demonstrated ability to manage complex and numerous tasks to meet deadlines in a high demand work environment using well developed project management skills.
- Demonstrated analytical and problem-solving skills, with a focus on using qualitative and quantitative data to drive decision making.
- Significant experience in effective stakeholder engagement and relationship development with service sector partners.
- Highly developed facilitation, interpersonal, communication and negotiation/influencing skills and the capacity to build and maintain relationships with a variety of stakeholders.
- Demonstrated understanding of contemporary evidence-based approaches to mental health, suicide prevention, and integrated care, including concepts of change management and service co-design.
- Knowledge and understanding of person-centred care and the role of consumers in the planning, design, delivery and evaluation of health services.
- Current driver's licence
- Blue Card
- National Police Check

Desirable

- Good understanding and demonstrated experience in government policy and initiatives for the Mental Health, Suicide Prevention and Alcohol & Other Drugs program and community sector.
- Experience working in or with primary health, community services or government-funded programs.
- Familiarity with co-design or community engagement approaches.
- Ability to work independently and collaboratively as part of a cross-functional team.

Core Capabilities

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.

This position is classified as Band Level 2

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

Position Description

Employee's Name	
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