Position Description

Position title	Digital Health Senior Project Coordinator
Status	Full time fixed term
Location	Eight Mile Plains

ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN

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.

As a local agent of system change for the people in our region, we're committed to:

- 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.

Our vision is 'healthy thriving communities'.

Our values are Respect, Courage, Integrity, Equity, Collaboration, and Excellence shaping the way we work with our stakeholders and with each other.

Our purpose is partnering with care providers and communities to strengthen health and wellbeing, especially for those with the greatest need.

POSITION OBJECTIVE

The objective of this position is to:

1. Lead and coordinate the successful delivery of complex digital health projects including project, contract and relationship management with internal and external stakeholders.
2. Contribute to the development of the Digital Health and Capability portfolio through the identification and development of new business opportunities.
3. Ensure activities focus on the achievement of the Digital Health and Capability team goals and contribute to the realisation of the Brisbane South PHN strategic goals and vision.

REPORTING RELATIONSHIPS

Reporting to	Digital Health and Capability Manager
Direct reports	Nil
Indirect reports (Team size)	Nil

Position Description

KEY RELATIONSHIPS	
External	General practice stakeholders, Australian Digital Health Agency, other PHNs, potential Industry Partners
Internal	Digital Health and Capability, General Practice and Quality Improvement, Commissioning Insights and Performance, System Integration and Coordination, Integrated Business Process and Technologies
Delegation Authority	As assigned by the Brisbane South PHN Delegation of Authority Policy

KEY RESPONSIBILITIES

Leading and coordination of projects

- Follow the Brisbane South PHN commissioning framework when establishing and delivering projects as required.
- Utilise project management frameworks and methodologies to manage projects effectively.
- Develop and implement systems to ensure that project requirements are met.
- Lead the development of strategies to enhance cross-organisational stakeholder engagement and collaboration particularly with the General Practice Quality Improvement Team to coordinate and deliver projects.
- Develop and maintain strong relationships with key stakeholders.
- Collaborate with internal staff to cross promote and deliver project objectives.
- Monitor and ensure project deliverables are met in a timely manner.
- Develop project reports for internal and external stakeholders in collaboration with the Digital Health and Capability Manager.
- Utilise existing organisational systems and/or develop new systems to collect project and program insights.
- Conceptualise and manage project related events as required, in collaboration with the Digital Health and Capability Manager.

Strategic opportunities

- Network with internal and external stakeholders to identify and source opportunities for collaboration and future funding/commissioning.
- Analysing regional, state and national intelligence to strategically identify potential future funding/commissioning opportunities.
- Develop project proposals for future funding/commissioning opportunities in collaboration with the Digital Health and Capability Manager.

General

- Support the Digital Health and Capability Team to ensure the team achieves goals.
- Complete mandatory and other training as required.
- Adhere to all organisational policies and procedures, including all workplace health, safety and wellbeing measures.

Position Description

KEY SELECTION CRITERIA

Essential

- Relevant tertiary qualification in health, ICT, business or related field and/or demonstrated experience in project management including reporting
- Experience working in health systems including a comprehensive understanding of general practice
- Experience with thorough data analysis and translating into project outcomes, insights and intelligence
- Demonstrated ability to manage complex and numerous tasks in a high demand work environment
- Proven analytical solution focused problem-solving skills
- Demonstrated ability to identify opportunities for cross organisational collaboration
- Experience in identifying new business opportunities including engaging with external stakeholders to network and scope.
- Demonstrated experience with risk management and mitigation
- Highly-developed communication and interpersonal skills to effectively communicate with various stakeholders
- Demonstrated experience in the use of, or aptitude for learning IT systems such as Microsoft Office Suite; Customer Relationship Management systems and other systems
- Current driver's licence
- National Police Check

Desired

- Experience in leading commissioning processes
- Demonstrated experience supporting primary care stakeholders to effectively implement, utilise and embed clinical auditing tools within practice workflows

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 3.

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