

# Position Description

<b>Position title</b>	Health Access and Equity Coordinator
<b>Status</b>	Fixed Term (until 18 December 2026)
<b>Location</b>	Eight Mile Plains
<b>ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN</b>	
<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"><li>• deeply understanding the health needs and service gaps in our region</li><li>• commissioning safe, equitable health services in response to people's needs</li><li>• improving health literacy and access to health services in our communities</li><li>• supporting health professionals and workers in the primary health system</li><li>• partnering to deliver better health outcomes and experiences of care for people in our region.</li></ul> <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>	
<b>POSITION OBJECTIVE</b>	
<p>The objective of this position is to:</p> <ol style="list-style-type: none"><li>1. Support Brisbane South PHN in the planning and implementation of health access and equity priorities aligning to our strategic direction, system reform, and identified gaps in community.</li><li>2. Contribute to existing and new initiatives in collaboration with PHN teams, key partners and stakeholders.</li><li>3. Ensure activities focus on the achievement of specific project goals and key deliverables and contribute to the realisation of the Brisbane South PHN strategic goals and vision.</li></ol>	
<b>REPORTING RELATIONSHIPS</b>	
<b>Reporting to</b>	This position reports to Health access and equity senior program development coordinator, System Integration and Coordination Team.
<b>Direct reports</b>	Nil
<b>Indirect reports (Team size)</b>	Nil
<b>KEY RELATIONSHIPS</b>	

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<b>External</b>	University of Queensland, Department of Health, Disability and Ageing, Metro South Hospital and Health Services, Primary Health Networks and Primary Care Providers, Community, Consumers, and other relevant organisations.
<b>Internal</b>	All Brisbane South PHN teams, specifically the stakeholder engagement and strategic partnerships team.
<b>Delegation Authority</b>	As assigned by the Brisbane South PHN Delegation of Authority Policy
<b>KEY RESPONSIBILITIES</b>	
<p><b>Project management</b></p> <ul style="list-style-type: none"> <li>Design, develop, implement and ongoing management of a variety of initiatives to enable effective response to health reform and emerging needs across the Brisbane south region.</li> <li>Prepare and maintain project documentation including governance processes, project plans, risk register, and reporting schedules.</li> <li>Ensure project delivery within agreed timeframes and budgets.</li> <li>Contribute to monitoring and evaluation by applying program logics, collecting data, and using evidence to inform continuous improvement.</li> <li>Prepare high-quality reports, briefing papers, and recommendations for leadership.</li> <li>Effectively prioritise workload, adapt to changing circumstances, and ensure efficient use of records and information management systems.</li> </ul> <p><b>Stakeholder engagement</b></p> <ul style="list-style-type: none"> <li>Apply best practice approaches to stakeholder engagement in line with IAP2 principles of engagement.</li> <li>Build and maintain relationships to support collaborative project delivery.</li> <li>Scope, identify and engage with key stakeholders through the development of stakeholder analysis and engagement plans.</li> <li>Represent Brisbane South PHN at a variety of forums, working parties and committees, establish networks, and build and maintain positive relationships with key internal and external stakeholders.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>Perform other duties consistent with the position where required and/or requested by management from time to time.</li> <li>Complete mandatory and other training as required.</li> <li>Adhere to all organisational policies and procedures, including all workplace health and safety measures.</li> </ul>	
<b>KEY SELECTION CRITERIA</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Relevant tertiary qualifications and experience in health management, health promotion, public health, and/or project management or equivalent level of expertise gained from a combination of experience, training, or professional accreditation.</li> <li>Understanding of the needs of diverse groups and intersectionality, particularly people who identify as Aboriginal and/or Torres Strait Islander, LGBTIQ+, multicultural and/or people with disability.</li> </ul>	

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- Demonstrated health experience in project management, including planning, implementation, and evaluation of initiatives.
- Strong interpersonal skills and the ability to collaborate with key partners and stakeholders to lead and contribute to initiatives effectively, demonstrating excellent communications skills, relationship building and the ability to work across diverse teams and organisations.
- Proven capacity to work autonomously and independently within the scope of the role, with the ability to collaboratively work on solutions, or escalate matters as appropriate
- Current Queensland driver's licence
- National Police Check

## Desirable

- Understanding of quality improvement methods and techniques within a primary care setting
- Demonstrated ability to engage with general practice and primary health care providers in a clinical setting
- Demonstrated facilitation and/or coaching skills, with the ability to engage and support teams or groups to achieve outcomes.

## 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 – Leading Self.

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