

Position Description

Position title	Project Administration Officer – Mental Health, Suicide Prevention and Alcohol and Other Drugs (MHSPAOD)
Status	Fixed term Full-time to 30 June 2027
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. Provide high-quality project support, with a strong focus on supporting Joint Regional Planning and Partnerships activities. 2. Contribute to the delivery of integrated, place-based planning initiatives that strengthen system coordination and improve outcomes for priority populations. 3. Ensure activities focus on the achievement of program and project goals and contribute to the realisation of the Brisbane South PHN strategic goals and vision.	
REPORTING RELATIONSHIPS	
Reporting to	Manager, Regional Planning and Partnerships – Mental Health, Suicide Prevention, Alcohol and Other Drugs
Direct reports	Nil
Indirect reports (Team size)	Project Lead - Mental Health, Suicide Prevention, Alcohol and Other Drugs

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KEY RELATIONSHIPS	
External	Department of Health and Aged Care, 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
Internal	All Brisbane South PHN teams
Delegation Authority	As assigned by the Brisbane South PHN Delegation of Authority Policy
KEY RESPONSIBILITIES	
1. Joint Regional Planning and Partnerships Support - Support planning, coordination and implementation of Joint Regional Planning and Partnerships activities. - Assist in the development and maintenance of regional and place-based plans, including documentation, tracking actions and milestones. - Coordinate stakeholder engagement activities including workshops, forums and consultations. - Provide secretariat support (agenda development, minutes, follow-ups) for partnership and planning meetings. - Support alignment of regional plans with commissioning priorities, strategic objectives and national/state directions. - Contribute to the identification of service gaps, opportunities and priority actions through data and stakeholder insights. 2. Project and Program Support - Provide project support across MHSPAOD initiatives, including internal and commissioned programs. - Assist with project planning, implementation and coordination of activities to ensure timelines and deliverables are met. - Maintain project documentation including plans, registers, reports and risk logs. - Monitor progress against milestones and escalate issues where required. - Support consistent data collection, reporting and evaluation activities across projects. 3. Stakeholder Engagement and Relationship Management - Build and maintain effective relationships with key internal and external stakeholders. - Support collaborative approaches to service planning, integration and system improvement. - Liaise with providers and partners to support delivery, reporting and continuous improvement. 4. Data, Reporting and Continuous Improvement - Assist with collation, analysis and reporting of program and project data. - Support preparation of briefings, reports, presentations and governance documents. - Contribute to quality improvement activities, including documenting learnings and supporting process improvements. 5. Communications and Engagement Support - Support the planning and delivery of communication and engagement activities across MHSPAOD projects, including Joint Regional Planning and Partnerships initiatives. - Assist in the development of communication materials such as newsletters, updates, briefing notes, presentations and stakeholder communications. - Coordinate communication timelines and content to support project milestones and stakeholder engagement. - Support event planning and delivery (e.g. forums, workshops, stakeholder events), including logistics, promotion and follow-up communications.	

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- Liaise with internal communications teams to ensure alignment with organisational standards and branding.

6. 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, safety and wellbeing measures.

KEY SELECTION CRITERIA

Essential

- Experience in project, program or administrative support roles within health or community sectors or related field
- Demonstrated ability to support project delivery, including coordination, documentation and reporting.
- Strong organisational and time management skills with the ability to manage competing priorities.
- Effective communication and interpersonal skills, with the ability to engage with a range of stakeholders including development of written materials for diverse audiences
- Analytical and problem-solving skills with attention to detail.
- Proficiency in Microsoft Office Suite and ability to learn new systems (e.g. CRM, reporting platforms).
- Ability to work collaboratively and contribute positively within a team environment.
- Current driver's licence and willingness to travel locally if required.
- Blue card
- National Police Check

Desirable

- Understanding of the Australian health system, particularly mental health, suicide prevention and/or alcohol and other drugs sectors.
- Experience supporting partnerships, planning processes or place-based initiatives.
- Tertiary qualification in health, public health, business or a related field (or working towards).
- Experience in data collection, reporting or evaluation activities.
- Experience supporting communications activities such as newsletter development, stakeholder communications, or event coordination.
- Experience in media or communications functions and/or familiarity with relevant communication systems or platforms.

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 1, Leading Self.

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