

Position Description

Position title	Project Lead - Emerging Initiatives
Status	Fixed Term Contract until 20 December 2024
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 objective of this position is to:</p> <ul style="list-style-type: none"> • Support Brisbane South PHN to planning and respond to health system reform, PHN strategic direction, and identified gaps in our community. • Contribute to existing, new and emerging initiatives in collaboration with PHN teams, key partners and stakeholders. • Ensure activities focus on the achievement of program goals and contribute to the realisation of the Brisbane South PHN strategic goals and vision. 	
REPORTING RELATIONSHIPS	
Reporting to	This position reports to the Manager Stakeholder Engagement and Strategic Partnerships
Direct reports	Nil
Indirect reports (Team size)	Nil

Position Description

KEY RELATIONSHIPS	
External	Department of Health and Aged Care, Metro South Hospital and Health Services, Primary Health Networks, Local Governments, Providers, Community, Consumers, and other relevant organisations.
Internal	All Brisbane South PHN teams
Delegation Authority	As assigned by the Brisbane South PHN Delegation of Authority Policy
KEY RESPONSIBILITIES	
<p>Project Management</p> <ul style="list-style-type: none"> • Provide project design, develop, implementation and ongoing management of a variety of initiatives to enable effective response to health reform and emerging needs across the Brisbane south region. • Develop and maintain project management documentation and governance across initiatives. • Provide effective project management to achieve objectives within agreed timeframes and budgets. • Actively participate in and inform monitoring and evaluation of programs and activities. • Work with Brisbane South PHN units and partners to develop program logics. • Effectively prioritise workload and respond flexibly to changing circumstances. • Use data and information to evaluate outcomes and continuously improve. • Make effective use of records, information and knowledge management functions and systems. • Prepare reports and briefing papers including recommendations to Leadership. <p>Stakeholder Engagement</p> <ul style="list-style-type: none"> • Utilise best practice approaches to stakeholder engagement in line with IAP2 principles of engagement. • Scope, identify and engage with key stakeholders through the development of stakeholder analysis and engagement plans. • Build and sustain relationships to enable the collaborative delivery and implementation of projects. • 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. <p>General</p> <ul style="list-style-type: none"> • 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. 	
KEY SELECTION CRITERIA	
<p>Essential</p> <ul style="list-style-type: none"> • Relevant tertiary qualifications and experience in health management, public health, and/or project management or equivalent level of expertise gained from a combination of experience, training, or professional accreditation. • Demonstrated health experience in project management, including planning, implementation, and evaluation of initiatives. • Strong ability to collaborate with key partners and stakeholder to lead and contribute to initiatives effectively, demonstrating excellent communications skills, relationship building and the ability to work across diverse teams and organisations. 	

Position Description

- Capability to adapt to new and emerging initiatives, as well as resilience to manage challenges and changes in the project environment, including those relating to health system reform and disaster and emergencies management.
- Demonstrated effective communication, consultation and negotiation skills and the ability to provide independent advice, both written and verbal, to manager on diverse issues.
- Moderate to high levels of digital literacy and comfortable using a range of information and communication technologies.
- Understanding of the needs of diverse groups and intersectionality, particularly people who identify as Aboriginal and Torres Strait Islander, LGBTIQ+ and/or multicultural.
- National Police Check

Desirable

- Strong understanding of government policy and demonstrated experience of working within the health, and social care systems will be highly regarded.

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 – Leading other and/or complex services/projects.

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