

# Position Description

<b>Position title</b>	Senior Program Development Coordinator - Mental Health, Suicide Prevention and Alcohol and Other Drugs
<b>Status</b>	Permanent, Full Time
<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.</p> <p>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> <ul style="list-style-type: none"> <li>• Lead the operational actions of the Brisbane South PHN Mental Health, Suicide Prevention, Alcohol &amp; Other Drugs Strategy ensuring activities focus on achieving the Brisbane South PHN strategic goals and vision</li> <li>• Effectively lead and manage the operational coordination of the direct reports to this position in consultation with the relevant Program Manager and ensure all reporting requirements are met</li> <li>• Lead senior operational partnerships and working relationships within the community to increase regional integration across the Mental Health, Suicide Prevention, Alcohol and Other Drug and broader system partners</li> </ul>	
<b>REPORTING RELATIONSHIPS</b>	
<b>Reporting to</b>	This position reports to the Program Manager Mental Health, Suicide Prevention and Alcohol and Drugs.
<b>Direct reports</b>	Up to 5
<b>KEY RELATIONSHIPS</b>	

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<b>External</b>	Brisbane South PHN Commissioned Service Providers, Metro South Addiction and Mental Health Services, Hospital & Health Services, Mental Health Peak Bodies.
<b>Internal</b>	Mental Health, Suicide Prevention and Alcohol and Drugs team and Program Manager/s. Other Brisbane South PHN commissioning and enabling teams.
<b>Delegation Authority</b>	As assigned by the Brisbane South PHN Delegation of Authority
<b>KEY RESPONSIBILITIES</b>	
<p><b>Portfolio support and leadership</b></p> <ul style="list-style-type: none"> <li>• Provide team/project coordination of relevant initiatives ensuring effective use of resources to achieve objectives within agreed timeframes and budgets.</li> <li>• Oversee planning, co-design, coordination, procurement, and evaluation of services/programs (as per PHN Commissioning Framework).</li> <li>• Lead community and consumer engagement approaches supporting a capacity-building approach and ensuring that community and consumer voice are central to the design approach.</li> <li>• In partnership with the Program Manager, identify conditions within the system that require change and develop/execute strategies to address these – supporting progress towards systems change and better outcomes.</li> <li>• Lead the development and maintenance of project management documentation and governance across the initiative.</li> <li>• Work with Brisbane South PHN units and partners to develop theories of change, program logics and associated KPIs, reporting frameworks and learning systems required of the initiative.</li> <li>• Support team business processes and governance across program management and service implementation functions.</li> <li>• Use data to evaluate outcomes and inform continuous improvement.</li> <li>• Apply knowledge of industry developments, trends, and best sector practice to identify improvement opportunities and develop innovative solutions.</li> <li>• Alongside the Service Coordinators, support and coordinate commissioned services including contract development and management, establishing and monitoring performance, service budgets as well as identifying and responding to risk and issues (including critical incidents) in alignment with priorities.</li> <li>• Provide evidence informed recommendations to Managers in relation to deliverables, payments, commissioning, and decommissioning decisions and to support planning more broadly.</li> </ul> <p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• In partnership with the Program Manager, lead the development and management of stakeholder relationships (including external PHN relationships) to ensure the initiative is integrated, meets priority populations health needs and results in better outcomes for consumers.</li> <li>• Identify improvements or new ways Brisbane South PHN can engage with external stakeholders to deliver new or improved health services through proactive networking.</li> <li>• Represent the PHN in, or if relevant, lead operational leadership committees, advisory groups, and events as they relate to the role and organisational objectives.</li> <li>• Build and maintain positive relationships with service providers to achieve optimal goals within the context of systems change.</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>	

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## KEY SELECTION CRITERIA

### Essential

- Relevant tertiary qualifications and/or experience in mental health, psychology, health management and planning, social services, project management and/or a program specific discipline.
- Experience in leading and coordinating program and project teams.
- Experience in leading effective stakeholder engagement and relationship development with community service providers, government, consumers, carers, advocates, policy makers and others.
- Highly developed interpersonal, communication and negotiation skills and the capacity to build and maintain relationships with key stakeholders.
- Demonstrated ability to manage complex and numerous tasks to meet deadlines in a high demand work environment using well developed project management skills.
- Current driver's licence
- Blue Card
- National Police Check

### Desirable

- Strong understanding and demonstrated experience of working within the Mental Health, Suicide Prevention and Alcohol and Other Drugs will be highly regarded.
- Strong understanding of government policy and demonstrated experience in initiatives for Mental Health Suicide Prevention and Alcohol and Other Drugs portfolios.
- A demonstrated ability to develop theories of change, program logics in conjunction with partners and community/consumers and apply within action research approaches.

### 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 others and/or complex services/projects.

<b>Manager's Signature</b>		<b>Date</b>
<b>Manager's Name</b>		
<b>Employee's Signature</b>		<b>Date</b>
<b>Employee's Name</b>		