

Position Description

Position title	Senior Program Development Coordinator – Family Support
Status	Full Time, Fixed Term until 30 June 2026
Location	Eight Mile Plains
ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN	
<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">• 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. <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>	
POSITION OBJECTIVE	
<p>The objective of this position is to:</p> <ol style="list-style-type: none">1. Lead program development, procurement and evaluation activities for Family Support initiatives, including two national pilots '<i>Supporting the Primary Care sector response to Family, Domestic and Sexual Violence Pilot</i>' and '<i>Supporting Recovery – a pilot program to provide trauma-informed recovery care for victim-survivors of family, domestic and sexual violence</i>'.2. Lead and contribute to the coordination and integration of Family Support initiatives on a local, state and national level via senior operational partnerships and working relationships with stakeholders, providers and community.3. 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	Program Manager – Family Support
Direct reports	Up to 3

Position Description

KEY RELATIONSHIPS	
External	Primary health care; Tertiary health care; Mental Health, Suicide Prevention & Alcohol & Other Drugs sectors; Family, Domestic & Sexual Violence (including child sexual abuse) sectors; Family Support sector; Federal and State Government; Other PHNs; Brisbane south community; Other relevant stakeholders
Internal	All
Delegation Authority	As assigned by the Brisbane South PHN Delegation of Authority Policy
KEY RESPONSIBILITIES	
<p>Commissioning</p> <ul style="list-style-type: none"> Lead complex family, domestic and sexual violence, child sexual abuse support initiatives, including small teams where required, to achieve objectives within agreed timeframes Lead program design, procurement and evaluation activities for Family Support initiatives to ensure they are well integrated and can best meet the needs of people in the Brisbane south region in the context of their culture, identity, age and experiences. Contribute to the commissioning processes required for establishment of the Family Support initiatives. Establish appropriate governance structures for Family Support initiatives in the Brisbane south region. Contribute to the development of theories of change, program logics and associated KPIs, reporting frameworks and learning systems required of the pilots in collaboration with other Family Support team members, Brisbane South PHN units and partners. Support commissioned providers delivering Family Support initiatives with ongoing program development activities. <p>Partnership Development and System Integration</p> <ul style="list-style-type: none"> In partnership with the Manager, lead or contribute to the development and management of positive stakeholder and provider relationships to maximise the impact of Family Support initiatives. Contribute to collaborative national elements of the Family Support initiatives. Participate in local and national governance of Family Support activities and, if required, lead advisory and/or working groups. Support team business processes and governance across program management and service implementation functions. In partnership with the Manager, identify conditions within the primary health system that require change and develop/execute evidence-based strategies to address these – supporting progress towards systems change and better outcomes. <p>Project Management</p> <ul style="list-style-type: none"> Lead the development of projects and maintenance of project management documentation and governance across the initiatives. <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. 	

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KEY SELECTION CRITERIA

Essential

- Relevant tertiary qualifications and experience in health, social services, policy and/or project management, or equivalent work experience.
- Experience in leading and coordinating complex programs and demonstrated ability to meet deadlines in a high demand work environment using well developed project management skills.
- Experience in leading effective stakeholder engagement and relationship development with community service providers, government, consumers, carers, advocates, policy makers and others.
- Experience in design processes to develop initiatives to improve the health and wellbeing of communities.
- A keen interest in addressing the social determinants of health and developing deeper knowledge and understanding of the FDSV, primary health care and mental health care sectors.
- Capacity to work autonomously and independently within a values-based team environment.
- Proficiency in business systems and applications, including Microsoft Suite.
- Blue Card
- Positive National Police Check

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.

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