Position Description

Position title	Senior Program Development Coordinator – Older People
Status	Full-time fixed term role.
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. Lead and support a team of Program Development and Service Coordinators in the delivery and continuous improvement of community-based programs, as well as broader regional system responses for priority population groups and emerging needs.
2. Drive the development and implementation of dementia and frailty initiatives, ensuring meaningful collaboration with stakeholders and alignment with system-wide priorities.
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	This position reports to the Manager, Program Development and Coordination – Older people.
Direct reports	Up to 3 direct reports
Indirect reports (Team size)	5

Position Description

KEY RELATIONSHIPS	
External	Department of Health and Ageing, Hospital and Health Services, Primary Health Networks, Providers, 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

Program design, implementation, and management

- Coordinate initiatives within the Older Person's Program, providing supervision to staff to ensure effective use of resources to achieve objectives within agreed timeframes and budgets.
- Oversee the co-design, coordination, procurement, and evaluation of services/programs in alignment with the PHN Commissioning Framework, working closely with Services Coordinators on contract management.
- Lead and support provider contract management and service coordination, while overseeing the development and maintenance of project management documentation, governance structures, and relevant frameworks across initiatives.
- Collaborate with Brisbane South PHN units and partners to develop theories of change, program logic models, KPIs, reporting frameworks, and learning systems to ensure effective program delivery.

Stakeholder engagement

- In partnership with the Manager, lead the development and management of stakeholder relationships, ensuring initiatives are integrated, meet the health needs of priority populations, and drive improved outcomes for consumers.
- Lead community provider engagement efforts, adopting a capacity-building approach to ensure that community and consumer voices are central to the design process.
- Support team business processes and governance across program management and service implementation functions.
- Represent the PHN in and lead operational leadership committees, advisory groups, and events as they relate to the role and organisational objectives.

System integration

- In partnership with the Manager, identify system conditions requiring change, and develop and implement strategies to address these, promoting progress toward systems change and better outcomes.

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 and safety measures.

KEY SELECTION CRITERIA

Essential

- Relevant tertiary qualifications in health or social services and/or demonstrated experience in planning, managing, and implementing aged, health and/or community Programs.
- Proven experience in leading and coordinating teams to successfully deliver programs and projects.
- Strong understanding of government policy within the health, aged, and social care systems, with demonstrated experience working within these frameworks.

Position Description

- Proven ability to lead stakeholder engagement and influence diverse stakeholders to drive effective systems change and achieve improved outcomes for service providers.
- Proven experience in co-designing, implementing, and monitoring complex programs, including managing contracts, tracking progress, and ensuring alignment with timelines and objectives.
- Highly developed interpersonal, communication, and negotiation skills, with a strong ability to identify cross-team collaboration opportunities, facilitate information sharing, and drive effective problem-solving in complex environments.
- Proven ability to manage multiple tasks and deadlines in a high-demand environment, while identifying risks and implementing appropriate strategies to mitigate them and ensure goal achievement.
- Current driver's license
- National Police Check

Desirable

- Expertise in leading commissioning processes, including guiding staff through specific phases, complemented by strong project management skills.

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		