

Position Description

Position title	Stakeholder Engagement Coordinator
Status	Fixed Term Full Time
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> <ol style="list-style-type: none"> 1. Coordinate the development and implementation of strategic stakeholder engagement that align to identified Brisbane South PHN priorities or emerging needs. 2. Develop and maintain Brisbane South PHN’s reputation through the facilitation of strong, effective and meaningful engagement with stakeholders. <p>Ensure activities focus on the achievement of program goals and contribute to the realisation of the Brisbane South PHN strategic goals and vision.</p>	
REPORTING RELATIONSHIPS	
Reporting to	This position reports to Manager Stakeholder Engagement and Strategic Partnerships
Direct reports	Nil
Indirect reports (Team size)	Nil

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KEY RELATIONSHIPS	
External	Local Government, Community organisations, Neighbourhood centres, Consumer and Lived Experience Groups, Local Networks including Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and Disability, BSPHN Clinical and Community Advisory Councils.
Internal	All Brisbane South PHN teams
Delegation Authority	As assigned by the Brisbane South PHN Delegation of Authority Policy
KEY RESPONSIBILITIES	
<p>Stakeholder Engagement</p> <ul style="list-style-type: none"> • Design, implement, monitor, refine, evaluate and report on stakeholder and strategic partnership engagement. • Build and nurture strong collaborative relationships with stakeholders. • Coordinate stakeholder analysis activities to identify gaps and opportunities and action as required. • Provide support from concept to delivery of key engagements and providing secretariate where required. • Support engagement activities with a wide variety of stakeholders by facilitating workshops, roundtables, conferences • Ensure stakeholder engagement and events are achieved within dedicated event budget and according to the required timeframes and quality. • Develop and implement event procedures, checklists, plans and run-sheets to ensure professional, high quality planning and organisation of events. • Provide reports, minutes, attendance and other relevant event information in a timely manner. • Respond to event feedback including compliments and complaints in a timely and appropriate manner. <p>Project management</p> <ul style="list-style-type: none"> • Plan and coordinate allocated activities with the understanding of team objectives and project deliverables. • 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. <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"> • Tertiary qualifications in communications, stakeholder engagement, public health or related discipline or subsequent relevant experience. • Demonstrated experience in a similar role. • Excellent interpersonal skills, including a demonstrated ability to build effective relationships and work productively with a diverse range of internal and external stakeholders. • Demonstrated high quality written and verbal communication skills, including experience tailoring communication and using appropriate methods to reach different audiences. • Well developed planning, scheduling and organisational skills and ability to meet and manage competing deadlines. 	

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- Demonstrated experience in delivering quality events of varying size and complexity from small group meetings to large external stakeholder forums and workshops.
- Ability to effectively and quickly solve operational issues as they arise.
- High level of attention to detail.
- Current driver's licence
- Positive National Police Check

Desirable

- A sound understanding of the primary health care system and the community services sector.
- Formal training or understanding of The International Association for Public Participation (IAP2).
- Experience in procurement.

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 2: Leading self and services/projects.

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