

Position Description

Position title	Senior Program Development Coordinator – First Nations (<i>Identified Position</i>)
Status	Permanent
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. Our purpose is 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>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 objectives of this position are to:</p> <ol style="list-style-type: none"> 1. Coordinate complex projects with internal teams to improve culturally appropriate primary health care, with a focus on enhancing First Nations people’s access to mainstream primary care. 2. Lead the organisation, internal staff and teams in building capability and connections in the delivery of high-quality commissioning and primary care support activities and outcomes for First Nations people in the Brisbane south region. 3. Ensure activities focus on the achieving program goals and contribute to the realisation of the Brisbane South PHN Reconciliation Action Plan (Stretch), Strategic Goals and Vision. 	
REPORTING RELATIONSHIPS	
Reporting to	Program Manager – Cultural Diversity
Direct reports	Nil
KEY RELATIONSHIPS	
External	Department of Health and Ageing, Hospital and Health Services, Primary Health Networks, Aboriginal Community Controlled Organisations, Service Providers, Consumers and other relevant organisations
Internal	All Brisbane South PHN teams and programs

Position Description

Delegation of Authority	As assigned by the Brisbane South PHN Delegation of Authority Policy
KEY RESPONSIBILITIES	
<p>Stakeholder Engagement</p> <ul style="list-style-type: none"> • Develop and maintain strong relationships with key stakeholders central to addressing systemic challenges and work collaboratively to implement evidence-based solutions to improve First Nations health outcomes. • Support internal team engagement, planning and commissioning processes associated with responses to First Nations people and communities in the region. • Represent the PHN in, or if relevant, participate in operational leadership committees, advisory groups, and lead internal events as they relate to the role and organisational objectives. <p>System Integration</p> <ul style="list-style-type: none"> • Lead the development and management of stakeholder relationships to ensure initiatives are integrated and co-designed to meet population health needs, resulting in better outcomes for consumers. • 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. <p>Project Management</p> <ul style="list-style-type: none"> • Lead complex projects within the First Nations program and ensure effective use of resources within agreed timeframes and budgets. • Lead the development and maintenance of project management documentation, reporting and governance across the initiatives. • Lead the Health Needs Assessment engagement and development for First Nations communities across the region <p>General</p> <ul style="list-style-type: none"> • Perform other duties consistent with the position, as required or requested by management from time to time. • Complete mandatory and organisational training as required. • Adhere to all organisational policies and procedures, including all workplace health and safety measures. 	
KEY SELECTION CRITERIA	
<p>Essentials</p> <ul style="list-style-type: none"> • Qualifications in health or business disciplines fields or equivalent/significant relevant experience • A strong understanding of the primary health care sector and the Australian Health system • Culturally sensitive and responsive to the needs of the First Nations communities • Ability to coordinate complex projects which seek to build cultural capability across mainstream primary health care services • Ability to develop and maintain productive and effective stakeholder relationships to support achievement of agreed outcomes • Ability to work in a multidisciplinary and collaborative team and environments • Proficiency in business systems and applications, including Microsoft Suite • Current driver’s licence • National Police Check <p>Core Capabilities</p>	

Position Description

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.

Under section 25 of the Anti-Discrimination Act 1991 (QLD), it is a genuine occupational requirement for the incumbent to be an Aboriginal person and/or Torres Strait Islander person. Only applications from Aboriginal and/or Torres Strait Islander people will be considered for this role.

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