

# Position Description

<b>Position title</b>	Senior Program Development Coordinator – Multicultural Health
<b>Status</b>	Full-time (1 FTE) fixed term until 30 June 2025 with possibility of extension
<b>Location</b>	Eight Mile Plains
<b>ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN</b>	
<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><b>Brisbane South PHN supports the primary health sector in a number of ways.</b></p> <ul style="list-style-type: none"> <li>• Through careful analysis, consultation, and planning, we help to identify and address health needs and service gaps.</li> <li>• We share knowledge and information with and throughout our network.</li> <li>• We work directly with general practitioners, allied health professionals and health care organisations.</li> <li>• 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.</li> <li>• 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.</li> </ul>	
<b>POSITION OBJECTIVE</b>	
<p>The objectives of this position are to:</p> <ol style="list-style-type: none"> <li>1. Lead complex projects with internal and external stakeholders to improve culturally appropriate primary health care, with a focus on enhancing multicultural people’s access to health care.</li> <li>2. Lead program development and service coordination and contribute to the integration of multicultural health activities and other regional systems responses.</li> <li>3. Ensure activities focus on the achievement of program goals and contribute to the realisation of the Brisbane South PHN strategic goals and vision.</li> </ol>	
<b>REPORTING RELATIONSHIPS</b>	
<b>Reporting to</b>	This position reports to the Program Manager– Cultural Diversity.
<b>Direct reports</b>	Up to 3
<b>KEY RELATIONSHIPS</b>	
<b>External</b>	Department of Health and Aged Care, Hospital and Health Services, Primary Health Networks, Providers, Consumers and other relevant organisations
<b>Internal</b>	All Brisbane South PHN teams
<b>Delegation Authority</b>	As assigned by the Brisbane South PHN Delegation of Authority Policy

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## KEY RESPONSIBILITIES

### Commissioning

- Lead complex multicultural health initiatives, including, small teams where required, and managing budgets and resources effectively to achieve objectives within agreed timeframes.
- Lead the co-design, procurement, service coordination, monitoring, and evaluation of services/programs (as per PHN Commissioning Framework)
- Work with service providers to build their capacity and integrate with other services.

### Partnership Development

- In partnership with the Manager, lead the development and management of stakeholder relationships to ensure initiatives are integrated and result in better outcomes for consumers.
- Lead community and consumer engagement approaches supporting a capacity-building approach and ensuring that community and consumer voice are central to the design approach.
- Support internal team engagement, planning and commissioning processes associated with responses to multicultural communities in the region.
- Represent the PHN in, and when required, lead operational leadership committees, advisory groups, systems change projects and events as they relate to the role and organisational objectives.

### System Integration

- 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.

### Project Management

- Lead the development of projects and maintenance of project management documentation and governance across the initiatives.
- Work with Brisbane South PHN units and partners to develop theories of change, program logics and associated KPIs, reporting frameworks and learning systems required.

### 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/experience in health management and planning, population health, social services, project management and/or multicultural health.
- 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.
- Highly developed interpersonal, communication and negotiation skills with demonstrated experience in engaging at a high level with multicultural communities and stakeholders in a culturally appropriate manner.
- Experience in leading effective stakeholder engagement and relationship development with community service providers, government, consumers, carers, advocates, policy makers and others.
- Strong understanding and demonstrated experience of the primary care and multicultural health and social care sectors.
- Ability to lead a commissioning process including capacity building of providers and grass-roots organisations.
- Current driver's licence
- National Police Check

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## 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>		