

Position Description

Position title	Program Coordinator – Mental Health
Status	Full time
Location	Eight Mile Plains
ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN	
<p>Brisbane South PHN has a strong commitment to working in partnership with our local communities, with primary health care professionals, regional hospital and health services, all levels of government and with the public, private and not-for-profit sectors. Through delivering on our strategic vision of Better System, Better Health, our aim is that the Brisbane South region, its primary health agencies, professionals and its local communities will be recognised as experiencing a high quality health system that is delivering improved lifelong health and wellbeing.</p> <p>In addition, our values - Courage, Respect, Integrity, Synergy, Purpose - shape the way we work with our stakeholders and with each other.</p> <p>Our efforts are focused on improving the system for everyone – individuals, families, communities, health professionals, key stakeholders and the primary health sector.</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. Provide coordination of commissioned program services and initiatives in collaboration with a range of regional community organisations and other PHN staff. 2. Facilitate and manage strong, productive contractual relationships with commissioned service providers to ensure optimal delivery of program outcomes for the 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. 	
Accountability	This position reports to the Program Manager – Mental Health, Suicide Prevention, Alcohol and Other Drugs
Direct reports	Nil
Budget	Nil
Delegated Authority	As per approved Brisbane South PHN delegations

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KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> • Provide coordination of commissioned programs, ensuring effective use of resources to achieve objectives within agreed timeframes and budgets. • Contribute to co-design and procurement of services for the program in line with the Brisbane South PHN Commissioning Framework. • Develop and maintain strong relationships with service providers, managing the contractual relationship to achieve positive community outcomes. • Work with all stakeholders to ensure the commissioned services and initiatives are integrated, meet high priority populations health needs and result in better outcomes for consumers. • Lead and/or contribute to, the creation and development of regional mechanisms for planning and service integration. • In collaboration with Brisbane South PHN staff and other stakeholders, develop new models of primary health care that are integrated, flexible and work across the continuum of care in our communities. • Actively participate in and inform monitoring and evaluation of programs and activities. • Support and progress strong linkages with PHNs and relevant national organisations in other states and territories as well as other local services. • Represent the organisation on relevant committees, advisory groups, and events as they relate to the role and organisational objectives. • Comply with reporting requirements by collecting, collating and communicating all relevant data to the appropriate internal and external stakeholders. 	
CAPABILITIES AND COMPETENCIES	
<p>Brisbane South PHN has a Capability and Competency Framework aligned to the Strategic Framework, Vision, Purpose and Values. The expected capabilities, competencies and success behaviours for this position are described in the Framework in the role group: Team Leader, Senior Officer, Coordinator.</p>	
SKILLS, EXPERIENCE AND QUALIFICATIONS	
<ul style="list-style-type: none"> • Relevant tertiary qualifications and experience in health management and planning, population health, social services, project management and/or a program specific discipline. • Strong understanding and demonstrated experience in government policy and initiatives for the Mental Health and Alcohol & Other Drugs program area. • Experience in service design and planning, implementation and monitoring, including managing complex contracts. • Experience in effective stakeholder engagement and relationship development with community service providers including consumers, carers, advocates, providers, policy makers and others. • Excellent interpersonal, communication and negotiation skills and the capacity to build and maintain relationships with Brisbane South PHN's key stakeholders. • Demonstrated ability to manage complex and numerous tasks to meet deadlines in a high demand work environment using well developed project management skills. • Excellent project plan creation and reporting skills. • Current driver's licence • Positive National Police Checkd 	
Manager's Signature	Date
Manager's Name	
Employee's Signature	Date
Employee's Name	