

# Position Description

<b>Position title</b>	Program Coordinator – Older people
<b>Status</b>	Full-time fixed term
<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. 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><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>	
<ol style="list-style-type: none"> <li>1. Provide coordination of projects and commissioned services in collaboration with a range of regional stakeholders and other PHN staff.</li> <li>2. Facilitate and manage strong, productive partnerships to ensure optimal delivery of health and wellbeing outcomes for the Brisbane South community.</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>Accountability</b>	This position reports to the Program Manager – Older People
<b>Direct reports</b>	Nil
<b>Budget</b>	As per approved Activity Work Plans
<b>Delegated Authority</b>	As per approved Brisbane South PHN delegations

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KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>• Provide coordination and project management of Older People, Aged Care, Palliative and End-of-Life Care programs and projects, in line with the Brisbane South PHN Strategic Plan.</li> <li>• Collaborate with other team members to implement, monitor and evaluate the Brisbane South Older People’s Health and Wellness Strategy 2019-2024 (including the Brisbane South Aged Care Workforce Strategy).</li> <li>• Lead the commissioning of programs and services (including responsibility for coordinating the procurement and managing the implementation of services agreements) in line with the Brisbane South PHN commissioning framework.</li> <li>• Support and strengthen partnerships with key stakeholders through innovative and skilled management of collaborative processes, including facilitating multi-stakeholder collaboration across sectors.</li> <li>• Maintain accurate project and performance data and information as required for reporting on deliverables and budgets, and for communicating to appropriate internal and external stakeholders.</li> <li>• Represent the organisation on relevant committees, advisory groups, and events as they relate to the role and organisational objectives.</li> <li>• Operate autonomously and take initiative as required to ensure outcomes are achieved through agreed systems and processes.</li> <li>• Any activities that might reasonably be expected in this position.</li> </ul>	
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: <b>Team Leader, Senior Officer, Coordinator</b>.</p>	
SKILLS, EXPERIENCE AND QUALIFICATIONS	
<ul style="list-style-type: none"> <li>• Relevant tertiary qualification in health, aged care or project management (or equivalent experience).</li> <li>• Experience in commissioning and project management with skills and experience in delivering multidisciplinary programs/projects in a similar role within complex service environments and tight timeframes.</li> <li>• A strong understanding of the health, aged and social care sectors.</li> <li>• Highly developed interpersonal, communication and negotiation skills and the capacity to build and maintain relationships with Brisbane South PHN’s key stakeholders</li> <li>• Demonstrated ability to manage complex and numerous tasks to meet deadlines in a high demand work environment.</li> <li>• Proven analytical solution focused problem solving skills utilised to develop program solutions and, where implemented, ensure effective delivery.</li> <li>• Moderate/high level of computer literacy and capacity to understand software applications and systems relevant to the program.</li> <li>• Current driver’s licence.</li> <li>• Positive National Police Check.</li> </ul> <p>To comply with the <i>Workers in a healthcare setting (COVID-19 Vaccination Requirements) Direction, Public Health Act (2005) Qld</i>, it is a mandatory requirement that all Brisbane South PHN employees have had the prescribed number of COVID-19 vaccination doses before they can commence employment.</p>	
<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>	