

# Position Description

<b>Position title</b>	Program Manager – Community Care
<b>Status</b>	Full time, fixed term (12 months 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. 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>	
<p>The objectives of this position are to:</p> <ol style="list-style-type: none"> <li>1. Plan, develop and coordinate models of care/activities that improve health outcomes and respond to health priorities and needs, with a focus on collaboration across a complex local health ecosystem in the Brisbane south region. Identify and source funding to pilot, deliver and scale up innovative value-based care models that deliver care in community settings close to home, and prevent avoidable acute care.</li> <li>2. Provide project leadership to multiple initiatives, including the development of local community care pathways and enhanced models of care in primary care which will lead to measurable and meaningful improvements in health outcomes in the Brisbane south region.</li> <li>3. Facilitate and manage strong, productive relationships with influential peak bodies and across a variety of stakeholders to ensure optimal delivery of project outcomes.</li> <li>4. Ensure activities focus on supporting the achievement of project goals and contribute to the realisation of the Brisbane South PHN strategy and vision.</li> </ol>	
<b>Accountability</b>	This position reports to the Health Integration Manager
<b>Direct reports</b>	TBC
<b>Delegated Authority</b>	As per approved Brisbane South PHN delegations

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KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>Coordinate programs and projects in accordance with best practice guidelines and fit for purpose project management approach and methodologies, to enable the achievement of consistent and quality project outcomes.</li> <li>Coordinate the development and maintenance of local COVID care pathways in collaboration with system partners</li> <li>Coordinate the development and implementation of enhanced models of care that shift care from acute settings to primary health settings.</li> <li>Build and sustain partnerships with influential peak bodies through identifying, planning, delivering and scaling up projects that meet shared Brisbane South PHN strategic and tactical priorities and enable additional resourcing and funding to flow to meet the needs assessment priorities of the Brisbane South PHN region.</li> <li>Maintain productive and outcomes focused relationships with key stakeholders, including primary care providers, HHS staff, and other relevant health care services to promote and enhance health service integration.</li> <li>Contribute to the development, implementation, review and maintenance of internal systems, processes and work practices. Identify areas of improvement and recommend/implement enhancements to existing practices and systems.</li> <li>Maintaining currency of related program content and information including but not limited to resources, webpages, communication collateral.</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>Specialists, Program, Project, Unit Managers</b>.</p>	
SKILLS, EXPERIENCE AND QUALIFICATIONS	
<ul style="list-style-type: none"> <li>Bachelor degree or higher in a health-related field and experience working in the health sector.</li> <li>Proven experience in project management, quality improvement and service re-design methodologies;</li> <li>Experience in rapidly acquiring detailed understanding of challenging policy across jurisdictions and analysing risk, providing advice and delivering complex initiatives.</li> <li>Proven ability to successfully lead and implement multiple, concurrent projects, using a fit for purpose project management approach including well-developed ability to identify and analyse problems, research, formulate and implement appropriate courses of actions.</li> <li>Demonstrated ability to organise resources to achieve results, build team capability and measure and monitor team performance.</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>	