

Position Description

Position title	Project Manager - Primary Health Response
Status	Full time, fixed term (6 months)
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. Project manage cross-organisational and regional cross-sectoral preparation and implementation of health system approach to 'living with COVID-19' for the Brisbane South community. 2. 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 Disaster Resilience Manager
Direct reports	A small project team, to be determined
Delegated Authority	As per approved Brisbane South PHN delegations

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KEY RESPONSIBILITIES

- Tactically engage and work with primary health sector, Health and Hospital Services (HHS), state and commonwealth representatives, and incorporating vulnerable community perspectives to design, deliver, review and improve new models and pathways of care for sustainably managing widespread COVID in our region.
- Work cross-functionally and communicate effectively to ensure coordinated and integrated delivery between the Primary Health Response Team and other programs, staff and teams within Brisbane South PHN.
- Develop, implement, coordinate and monitor project plans and schedules, ensuring delivery of project tasks; control of project documentation; and ensuring timely, quality and proactive reporting to relevant parties.
- Monitor and liaise with program and external stakeholders to enable effective program and project delivery and measurement of deliverables and outcomes.
- Support the development, review and maintenance of 'living with COVID' organisational and program resource materials.
- Develop and maintain effective relationships with key stakeholders including PHNs, service providers, and other government and non-government organisations.
- Work collaboratively with the Stakeholder Engagement and Communications team to ensure currency and consistency of key messages across a range of communication channels.
- Communicate effectively and in a timely manner about any emerging issues or concerns, identifying and coordinating solutions.
- Manage project files and records in Microsoft Teams and other systems as relevant.
- Ensure prompt and effective resolution of stakeholder issues and feedback, escalating as required.
- Promote the PHN's activities.
- Any activities that might reasonably be expected in this position.

CAPABILITIES AND COMPETENCIES

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: **Specialists, Program, Project, Unit Managers**.

SKILLS, EXPERIENCE AND QUALIFICATIONS

- 3-5 years' experience in project management roles in a health or community support industry.
- Relevant tertiary qualifications and experience in project management, disaster management, health or business communications essential.
- Solid understanding of the primary health care sector and its role within the Australian health system, and how it is impacted by COVID-19.
- Ability to maintain high levels of knowledge in relation to policies, initiatives and other factors that affect general practice and primary health care professionals, particularly in relation to COVID-19.
- Demonstrated experience in supporting and communicating (in writing and verbally) with a range of stakeholders of varying skills and experience, including with executive level management.
- Development and maintenance of stakeholder relationships to achieve agreed outcomes.
- Proven capacity to negotiate agreements with service providers within delegations.
- Ability to analyse and solve problems, towards effective service delivery.
- Skills and experience working with Salesforce and Microsoft Teams; with at least intermediate proficiency across Microsoft Office suite.
- Proven experience in organising multiple activities and solving problems creatively.

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- Ability to identify opportunities to improve processes and demonstrate initiative to adjust and adapt these processes accordingly to improve project outcomes.
- Demonstrated solution-focused problem-solving skills within the scope of the role and ability to escalate matters as appropriate.
- Agility and adaptability to interpret and respond to short notice requirements.
- Capacity to build and sustain personal resilience; and work effectively in dynamic, reactive and rapidly changing environments.
- Proven ability to prioritise diverse communities inclusive of First Nations, CALD, and Maori-Pasifika communities.

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