

Position Description

Position title	Project and Change Manager
Status	Full time, fixed term (12 months)
Location	Eight Mile Plains
ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN (BSPHN)	
<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>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>This position will work closely with the Primary Health Development team and other organisational Corporate functions to support a number of projects/sub projects that will contribute to the readiness, transition, implementation and adoption of:</p> <ol style="list-style-type: none"> 1. Primary Sense population health management software for general practice 2. Voluntary Patient Registration (VPR), with a particular focus on vulnerable populations 	
Accountability	This position reports to Acting General Manager – Primary Health
Direct reports	To be confirmed (expected to be between 1 - 3 FTE depending on project phase)
Budget	As per approved Activity Work Plans
Delegated Authority	As per approved BSPHN delegations

Position Description

KEY RESPONSIBILITIES

- Contribute to the full life cycle management of Primary Sense and Voluntary Patient Registration (VPR) projects to meet Brisbane South PHN strategic objectives including:
 - Undertake planning, analysis and implementation of projects based on defined outcomes and outputs
 - Managing projects or sub-projects and being accountable for the successful delivery and completion of the projects/sub-projects within resourcing, timeline and budget parameters
 - Monitoring progress and evaluating success of sub projects and reporting on performance and delivery of agreed project outcomes to ensure objectives are met
- Formulate and implement plans to support health system change for general practice and consumers within the Brisbane South region
- Provide authoritative advice to internal and external stakeholders and prepare and present detailed reports, briefs, and other documentation as required on complex matters relating to the project
- Monitor and report on project progress to key stakeholders on overall project performance, including providing project reports to the Project Executive Steering Group, to assist in the decision-making processes for the project
- Identify and provide timely authoritative quality advice on issues affecting projects and facilitate decisions leading to proactive project implementation, including management of dependencies and constraints
- Actively identify emerging pressures, issues, risks and initiate management strategies
- Establish, lead and maintain positive and productive working relationships with internal and external and stakeholders
- Undertake effective engagement approaches to understand, quantify and analyse project performance and outcomes achievement
- Build strong relationships and engage with clinical leaders and key stakeholders
- Work in a collaborative manner with all staff across the organisation to deliver on project objectives
- Provide leadership across projects/sub projects, ensuring staff are appropriately mentored, motivated, and trained including the coordination of resources, and timeframes internally and externally
- Negotiate and manage the work performed by sub project leads to ensure that services are provided in accordance with agreed quality standards, budgets and timeframes as set out in the agreed plan
- This position is encouraged to recommend policy/procedure changes in the interests of continuous quality improvement
- Contribute to the safe collection, storage, access/disclosure, use, retention and disposal of data

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**.

Position Description

SKILLS, EXPERIENCE AND QUALIFICATIONS

- Relevant qualification/s in project management discipline and formal tertiary qualifications in business, health, information management or a related field
- Proven track record in large scale complex system implementation and related change management activities
- Minimum of five years' demonstrated experience in successfully managing large scale digital implementation projects with proven ability to influence, negotiate and engage positively with stakeholders to achieve project delivery and outcomes
- Extensive experience developing and maintaining internal and external quality relationships, including public, private, and not for profit and non-government markets
- Well-developed written and verbal communication and interpersonal skills and ability work collaboratively, under pressure, in time sensitive environments
- Detail-oriented analysis skills, problem solving, and strong organisational skills
- Current driver's licence
- Positive National Police Check

To comply with the Workers in a healthcare setting (COVID-19 Vaccination Requirements) Direction, Public Health Act (2005) Qld, 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.

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