

# Position Description

<b>Position title</b>	Program Support Officer – Priority Populations
<b>Status</b>	Full time fixed term role to 31 December 2023
<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. Provide high-quality project support activities to ensure optimal delivery and outcomes</li> <li>2. Develop effective trust-based relationships with project stakeholders.</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>	Nil
<b>Delegated Authority</b>	As per approved Brisbane South PHN delegations

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KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>• Support the implementation of key COVID-19 programs where required.</li> <li>• Project and administration support across program areas including Older People, Child Youth &amp; Family, Culturally and Linguistically Diverse populations and First Nations populations.</li> <li>• Contributing to the project planning and design.</li> <li>• Supporting project implementation through developing and maintaining collaborative relationships.</li> <li>• Develop and monitor project plans and schedules, ensuring delivery of project tasks, control project documentation and provide timely, quality administrative and program support.</li> <li>• Utilisation of project management documents and project management principles</li> <li>• Appropriate monitoring and reporting of risks and escalation as required.</li> <li>• Support the on-time delivery of tasks and activities as required.</li> <li>• Develop and maintain relationships with key stakeholders including PHNs, service providers, and non-government organisations where required.</li> <li>• Monitor and liaise with program and external stakeholders to enable effective measurement of program deliverables and outcomes.</li> <li>• Work with commissioned programs to support effective data collection with consistent and accurate reporting on activity and outcomes.</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 member, Support.</b></p>	
SKILLS, EXPERIENCE AND QUALIFICATIONS	
<ul style="list-style-type: none"> <li>• A tertiary qualification in a health/business discipline and relevant experience as appropriate to the role (or working towards)</li> <li>• Ability to operate collaboratively within high-functioning teams and across teams</li> <li>• Strong time management skills</li> <li>• Proven analytical solution focused problem-solving skills</li> <li>• Ability to develop and maintain productive and effective stakeholder relationships to support achievement of agreed outcomes</li> <li>• Engaging written and verbal communication and interpersonal skills to effectively communicate with various stakeholders</li> <li>• A good understanding of the primary health care sector and the Australian health system</li> <li>• Moderate to high level of computer literacy including skills in Microsoft Office suite applications</li> <li>• Demonstrated ability to develop web content and process governance documents suitable for organisation-wide use</li> <li>• Current driver's licence</li> <li>• Positive National Police Check</li> </ul>	
<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>	