

Position Description

Position title	Senior Program Development Coordinator (Child and Youth Mental Health, Suicide Prevention AOD)
Status	Permanent Ongoing
Location	Eight Mile Plains
ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN (BSPHN)	
<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. Lead and contribute to the strategic and operational coordination and integration of regional mental health, suicide prevention and AOD system for children, young people and their families, including reporting requirements, as well as senior operational partnerships and working relationships with community. 2. Lead Brisbane south region contribution to national and state child and youth strategies. 3. Ensure that identified communities within Brisbane south region, including First Nations peoples, culturally and linguistically diverse people, LGBTQIA+ people, and people with a disability have their unique needs addressed in the broader system response for supporting mental health and wellbeing outcomes for children and young people. 	
Accountability	This position reports to the Regional Development Manager, MHSPAOD
Direct reports	Up to 3
Budget	Nil
Delegated Authority	As per approved BSPHN delegations

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KEY RESPONSIBILITIES

- Lead the development of the child and youth mental health, suicide prevention and AOD (MHSPAOD) program plan.
- Provide team/project coordination of child and youth MHSPAOD regional planning initiatives and supervision of staff, ensuring effective use of resources to achieve objectives within agreed timeframes and budgets.
- Provide evidence-informed recommendations to managers in relation to achieving objectives as identified locally, at state and federal levels.
- Oversee co-design, coordination, procurement and evaluation of services/programs (as per PHN Commissioning Framework) and work closely with other PHN departments to enable system integration of the services/ programs.
- Oversee the management and delivery of contracted services within the Child and Youth MHSPAOD portfolio.
- In partnership with the Manager, lead the development and management of stakeholder relationships (including external PHN relationships) to ensure the initiative is integrated, meets priority populations health needs and results in better outcomes for consumers in the Brisbane south region.
- Lead community and consumer engagement approaches supporting a capacity-building approach and ensuring that community and consumer voice are central to the design approach.
- In partnership with the Manager, identify conditions to improve system availability, access and navigation and implement strategies to address this, supporting progress towards systems change and better outcomes.
- Lead the development and maintenance of project management documentation and governance across the initiative.
- Represent the PHN in, or if relevant, lead operational leadership committees, advisory groups, and events as they relate to the role and organisational objectives.
- Work with Brisbane South PHN units and partners to develop theories of change, program logics and associated KPIs, reporting frameworks and learning systems required of the initiative.
- Support team business processes and governance across program management and service implementation functions.
- Build and maintain positive relationships with service providers to achieve optimal goals within the context of system change.
- Work with internal PHN teams and broader system partners to drive system improvements through the analysis of data and community insights.

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: **Team Leader, Senior Officer, Coordinator**.

SKILLS, EXPERIENCE AND QUALIFICATIONS

- Relevant tertiary qualifications and experience in health management and planning, population health, social services, project management and/or a program specific discipline.
- Strong understanding of government policy and demonstrated experience in initiatives towards positive mental health and wellbeing, with a particular focus on child and youth.
- Strong understanding and demonstrated experience of working within the mental health system will be highly regarded.
- Experience in leading effective stakeholder engagement and relationship development with community service providers, government, consumers, carers, advocates, policy makers and others.
- Experience in leading and coordinating program and project teams with a focus on mental health.
- Highly developed interpersonal, communication and negotiation skills and the capacity to build and maintain relationships with key stakeholders.

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- Demonstrated ability to manage complex and numerous tasks to meet deadlines in a high demand work environment using well developed project management skills.
- A demonstrated ability to develop theories of change and program logics in conjunction with partners and community/consumers and apply within an action research approach
- Current driver's licence.
- National police check.

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