

# Position Description

<b>Position title</b>	Program Support Officer – Resource Development
<b>Status</b>	Part time contract (2 days a week), until 30 <sup>th</sup> June 2024
<b>Location</b>	Eight Mile Plains
<b>ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN (BSPHN)</b>	
<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><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 objective of this position is to:</p> <ol style="list-style-type: none"> <li>1. Support the enhancement of the General Practice Quality Improvement program to update the primary care QI resources in line with the program strategic objectives.</li> <li>2. 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 General Practice Quality Improvement Manager
<b>Direct reports</b>	Nil
<b>Budget</b>	Nil
<b>Delegated Authority</b>	As per approved BSPHN delegations

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KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>• Work as part of a team to achieve the goals, priorities and initiatives of the General Practice Quality Improvement program.</li> <li>• Manage a short-term project and deliver outcomes within the specified timeframe.</li> <li>• Identify and gather pertinent information from primary care and other relevant stakeholders for the enhancement of resource content.</li> <li>• Develop, implement and review additional quality improvement resources to a publishable standard.</li> <li>• Maintain accurate project and performance data as required for reporting and evaluation.</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> <p>Additional competencies required for success in this position are:</p> <ul style="list-style-type: none"> <li>• Personal Leadership – the ability to maintain personal energy, stamina, to exercise self-control and to learn new behaviour. Values – courage, respect, integrity.</li> <li>• Teamwork – the ability to function effectively as part of a group to achieve mutual outcomes. Values – courage, respect, integrity, synergy, purpose.</li> <li>• Focus on Performance – to have a focus on achievement and take accountability for the responsibilities and success measures of my role.</li> </ul>	
SKILLS, EXPERIENCE AND QUALIFICATIONS	
<ul style="list-style-type: none"> <li>• Experience in resource development to a publishable standard.</li> <li>• Knowledge of, or the ability to quickly acquire knowledge in relation to chronic diseases, prevention and other topics relevant to primary care.</li> <li>• Understanding of quality improvement methods and techniques within a primary care setting.</li> <li>• Demonstrated ability to build and maintain positive relationships with internal and external stakeholders.</li> <li>• Experience in the use of, or aptitude for learning IT systems such as Microsoft Office Suite; Customer Relationship Management systems, clinical audit tools and clinical/practice management software.</li> <li>• Capacity to work autonomously and independently within a team environment.</li> <li>• 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>	