

Position Description

Position title	Project Management Coordinator – MHSPAOD
Status	Full time, Fixed Term
Location	Eight Mile Plains
ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN	
<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>The objectives of this position are to:</p> <ol style="list-style-type: none"> 1. Provide project oversight and co-ordination of Joint Regional Plan activities, leading projects that focus on bringing all elements of the portfolio together including completing needs assessments, interpreting data, targets and gaps, priorities, and evaluate delivery. 2. Provide coordination in the planning, development, implementation and monitoring of specific mental health, suicide prevention and alcohol and other drug project activities designed to improve health outcomes for the Brisbane South community. 3. Facilitate strong, productive and outcome focused relationships with service providers and stakeholders and manage project relationships to ensure the programs delivery optimal outcomes for the community. 4. Oversee the development of MHSPAOD approach to Lived Experience. 5. 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 General Manager, MHSPAOD
Direct reports	1
Budget	Nil
Delegated Authority	As per approved Brisbane South PHN delegations

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KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> • Provide leadership and coordination of a suite of projects including development and implementation of project plans, processes and schedules, and coordination of internal and external resources to ensure high quality delivery of projects and work packages within agreed timeframes and budgets. • Work with the MHSPAOD team to develop, implement and monitor commissioned program and project activities across the Brisbane South region. • Lead and/or contribute to, the creation and development of regional mechanisms for planning and service integration, including holding meetings and events that support the objectives and identified actions of the Regional Plan. • Contribute to co-design and procurement of services for the program in line with the Brisbane South PHN Commissioning Framework. • Actively participate in and inform monitoring and evaluation of projects, programs and activities. • Oversee the development and embedding of Lived Experience Framework and activities including overseeing the Lived Experience Advisory Group and supervision of Lived Experience Advisor • Build, maintain and evaluate effective relationships with key stakeholders including PHNs, Health Services, service providers, and non-government organisations, to enable effective project delivery and measurement of deliverables and outcomes. • Represent the organisation on relevant committees, advisory groups, and events as they relate to the role and organisational objectives. • Contribute knowledge and understanding of the community sector in the Brisbane South PHN region to assist with effective planning and delivery of Mental Health, Suicide Prevention and Alcohol and Other Drugs initiatives. • Any activities that might reasonably be expected in this position. 	
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: Team Leader, Senior Officer, Coordinator.</p>	
SKILLS, EXPERIENCE AND QUALIFICATIONS	
<ul style="list-style-type: none"> • Relevant tertiary qualifications and experience in health management and planning, population health, human services/social services, health promotion, project management and/or the mental health arena. • Strong understanding and demonstrated experience in government policy and initiatives for the Mental Health, Suicide Prevention and Alcohol & Other Drugs program area. • Experience in service design and planning, implementation and monitoring, including managing complex projects. • Experience in effective stakeholder engagement and relationship development with community service providers including consumers, carers, advocates, providers, policy makers and others. • Highly developed interpersonal, communication and negotiation skills and the capacity to build and maintain relationships with Brisbane South PHN's key stakeholders. • Demonstrated ability to manage complex and numerous tasks to meet deadlines in a high demand work environment using well developed project management skills. • A good understanding of the Primary Care sector is desirable. • Current driver's licence • National Police Check 	
Manager's Signature	Date
Manager's Name	
Employee's Signature	Date
Employee's Name	