

# Position Description

<b>Position title</b>	MyMedicare Implementation Support Officer
<b>Status</b>	Fixed term until 30 June 2024, full time (part-time considered)
<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><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. Provide high-quality project support activities to support the uptake and implementation of MyMedicare by general practices in the Brisbane south region.</li> <li>2. Provide support to general practice staff to be accredited against RACGP standards including unregistered practices and those with extensions due to COVID.</li> <li>3. Develop effective trust-based relationships with key stakeholders including general practice teams.</li> <li>4. 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 – Evidence Translation and Innovation
<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>• Deliver high-quality project activities to support the local implementation of MyMedicare including:               <ul style="list-style-type: none"> <li>○ Contributing to the project planning and design.</li> <li>○ Utilisation of project management documents and project management principles.</li> <li>○ Supporting practice staff throughout implementation by developing and maintaining collaborative relationships.</li> <li>○ Assisting with organising training and education support events and resources.</li> <li>○ Appropriate monitoring and reporting of risks and escalation as required.</li> </ul> </li> <li>• Support the development of internal processes to support MyMedicare activities and evidence translation partnership opportunities.</li> <li>• Support activities related to assisting general practices to become and maintain accreditation against RACGP standards for participation in MyMedicare.</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 officer</b>.</p>	
SKILLS, EXPERIENCE AND QUALIFICATIONS	
<ul style="list-style-type: none"> <li>• Demonstrated ability to develop web content and professional communication documents suitable for organisation-wide and external use.</li> <li>• Ability to operate collaboratively within a high-functioning team.</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, particularly MyMedicare.</li> <li>• Moderate to high level of computer literacy including skills in Microsoft Office suite applications and skills in designing visually appealing communication and education resources.</li> <li>• A tertiary qualification in a health/business discipline and relevant experience as appropriate to the role (or working towards).</li> <li>• Current driver's licence.</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>	