

## Position description

<b>Position</b>	Project Coordinator, Implementation Support Project		
<b>Purpose</b>	Deliver a national capacity building project to support Australia's 31 PHNs to establish a national mental health assessment and referral phone service.		
<b>Approval date</b>	13/7/2022	<b>Approved by</b>	Philip Amos
<b>Location</b>	This a national role, open to applicants located anywhere in Australia. The Project Coordinator will be employed by their local PHN as part of a virtual project team.		

## The PHN Cooperative

The CEOs of each of the 31 Primary Health Networks (PHNs) across Australia have formed the PHN Cooperative (the Cooperative). The Cooperative is an operational forum for PHN CEOs to shape and inform a shared agenda, to demonstrate the value of PHNs to key stakeholders and Government, and to actively engage with the Primary Health Care Reform agenda.

Brisbane North PHN is leading this recruitment process on behalf of the PHN Cooperative. The successful candidate will be employed by, and based at, their local PHN. The role is part of a virtual team reporting to the National Policy and Capacity Building Officer.

## Key outcome areas

The Project Coordinator will deliver the Implementation Support Project, a national capacity building project to support Australia's 31 PHNs to establish a national mental health assessment and referral phone service (the Head to Health phone service). The Head to Health phone service is a Commonwealth funded initiative to improve access to mental health services in the community and will integrate with new Head to Health centres and satellites, PHN commissioned mental health services, and the Head to Health digital platform transformation projects.

The Department of Health has commissioned the PHN Cooperative to act as a central facilitator of collaboration, capacity building and knowledge transfer as the phone service is established and commences operating nationally from 1 July 2022

### Role-specific

- Coordinate the successful delivery of projects and outputs as per the Implementation Support Project work plan agreed by the Department of Health
- Lead information sharing and capacity building across the PHN network to support the establishment of the phone service in each PHN region from 1 July 2022
- Coordinate with the Department to deliver Community of Practice (CoP) meetings and related Head to Health governance forums
- Lead activities for PHNs to align approaches and, where possible, collaborate on the delivery of the phone service to foster national consistency and efficiencies
- Provide support to PHNs to implement governance models relevant to their regional and jurisdictional context

- Maintain and promote communications and engagement between PHNs and the Department to improve the flow of information and identification and awareness of key challenges and emerging themes to be addressed.
- Maintain regular communication with all PHNs and state & territory PHN networks and other identified stakeholders.

## General

- regularly attend team and staff meetings
- contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, abiding by the organisation's Code of Conduct and Leadership Capability Framework, implementing all policies and procedures correctly and recommending quality improvements
- communicate effectively and respectfully with all members of the organisation and external stakeholders
- record all interactions in the CRM and other program and project databases on time, ensuring that information is relevant, accurate, up-to-date and accessible by other team members
- comply with reporting requirements as directed by your manager
- deal with sensitive information in a confidential and professional manner
- complete other reasonable duties and projects as required to meet organisational objectives

## Reporting relationships

### Relationships

Reports to: National Policy and Capacity Building Manager, Mental Health

Direct reports: None

## Key selection criteria

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

### Qualifications and experience

1. A relevant tertiary qualification.
2. Experience in health program implementation, project management and capacity building.
3. Knowledge and/or experience of the mental health and suicide prevention sector and contemporary issues, especially the PHN mental health program.
4. Proven ability to develop and maintain effective relationships with varied stakeholders including government, Primary Health Networks, and health service providers to facilitate the achievement of activity plans and project outcomes.
5. Demonstrated ability to maintain effectiveness while adjusting to a changing environment, varying tasks, responsibilities and priorities.
6. Demonstrated ability to manage own workloads and outputs while ensuring projects or tasks are completed within agreed timeframes.
7. Excellent interpersonal and communication skills including the ability to develop position papers and consult, advocate, negotiate and liaise effectively with a diverse range of people.

Desirable (non-essential)

- a lived experience of mental illness and/or caring for someone with a mental illness.

**Other**

A current driver's licence is desirable and use of a personal vehicle may be required, including travel between the PHN offices. Work-related mileage will be reimbursed at relevant rates.

You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

(Please note: This position description is subject to adjustment within reason and in consultation with your manager to meet the deliverables of the organisation.)