

Role description

Primary Care Engagement Officer

Cairns

Department:	System Integration and Innovation
Location:	Cairns
Position type:	Full-time
Classification:	6
Reports to:	Primary Care Engagement Manager
Direct reports:	Nil

Our values

Collaboration

We work together successfully by valuing, appreciating, and contributing as a team. We build collaborative strategic partnerships for the good of our community.

Equity

We work in a fair and non-judgemental environment where all views and opinions are considered equally. We treat all stakeholders the same and work to reduce inequalities in health for the most disadvantaged.

Innovation

We support an environment that fosters creative, innovative, and solution-focused ideas. We work in partnership with our stakeholders and encourage new, innovative, and creative working to solve complex societal problems.

Integrity

We are open and transparent in our decision-making and deliver on our promises.

Respect

We encourage and give people the opportunity to communicate by listening, acknowledging, and appreciating what they have to say in a supportive and professional manner. We act in a professional manner at all times to build strong relationships even in the absence of agreement.

Access

We support better and timelier access to primary health care by working collaboratively with multidisciplinary teams. We consider the financial, organisational, physical accessibility and acceptability, and social or cultural barriers that limit the utilisation of primary health care services.



Role summary

The Primary Care Engagement Officer is responsible for supporting operational delivery of NQPHN commissioned programs and primary care engagement. This includes supporting the development, implementation, and evaluation of programs within primary care, through a project management approach. The Primary Care Engagement Officer will be informed and guided by key NQPHN documents including, but not limited to the Stakeholder Engagement Framework and Strategic Plan.

Key responsibilities

Role specific

- Work as part of a functioning, geographically diverse team to assist the organisation to achieve its strategic objectives.
- Support commissioning activities including contract management across the region in consultation with internal and external stakeholders.
- Undertake the administrative tasks to design and develop resource materials required for the program and ensure distribution as appropriate.
- Support development of an integrated primary health sector that leverages current and emerging technology and systems to improve provision of services.
- Support delivery of the primary care clinical data program that utilised continuous quality improvement processes for practice improvement and enhanced patient outcomes.
- Support development of relationships with peak bodies and primary care providers to ensure collaboration in the development and delivery or implementation of new models of care that are implementation ready to transition into primary care practice.
- Support internal and external quality improvement initiatives, identify issues in common, and use this to build innovative solutions.
- Represent NQPHN on relevant committees, advisory groups and at events as they relate to the role and organisational objectives.
- Work in a financially responsible manner, providing support for the reporting and budget management activities across relevant programs.
- Provide support for reporting requirements by collecting, collating, and communicating relevant data required to meet the obligations of NQPHN.
- Identifying and report opportunities, gaps, and potential or emerging issues.

Organisation wide

- Committed to “One PHN” and working collaboratively and engaging purposefully across the organisation, including the offices, teams, and functions.
- Ensure “best practice” processes across all areas of responsibilities.
- Comply with the organisation’s policies and procedures.
- Ensure the safety of yourself and others in line with the organisation’s WHS policies and procedures and the Workplace Health and Safety Act 2011.
- Perform other duties reasonably required as directed.

Key selection criteria

- Tertiary qualifications in a health related or human services discipline, or relevant certification and at least two years in a similar role.
- Understanding of opportunities and challenges for the primary health sector in North Queensland region.
- Understanding of health commissioning processes, health service design and delivery in a community environment or the ability to develop these skills.
- Understanding of the technological and digital systems that support primary care in Australia or the ability to develop these skills.
- Ability to conduct cohesive networking and stakeholder engagement of primary health sector across NQPHN region, and identify and refer stakeholder dissatisfaction to relevant senior officer.
- Experience in working as part of a multi-disciplinary and multifaceted team within a community engagement context.
- Interpersonal, communication (oral and written), and negotiation skills.
- Ability to prioritise and meet deadlines in a high demand work environment.
- Ability to work with diverse communities including Aboriginal and Torres Strait Islanders, and Australian South Sea Islanders in our region.
- High level skills and experience in utilising the Microsoft Office Suite including Microsoft Word, Outlook, Excel, and PowerPoint.

Other requirements

- Current Drivers Licence.
- Provide a National Police Check less than three months old.
- Be able to meet the requirements of a Working with Children (Blue Card) Qld.

Capability framework

NQPHN has a capability framework in place. This role has the following core competencies and expected levels.

Core competency	Standard
Teamwork and team leadership	<ul style="list-style-type: none">• Supports others in taking independent action.• Resolves issues that occur with minimal direction.• Invites and builds upon the ideas of others.• Assumes additional responsibilities to facilitate the achievement of team goals.• Actively shares knowledge among peers or offers advice to less experienced colleagues.• Effectively transfers acquired knowledge and expertise.• Demonstrates initiative in professional self-development.
Resource management	<ul style="list-style-type: none">• Manages the allocation of resources in relation to business needs.• Manages the work plan, sets timelines and milestones, and involves stakeholders to deliver on time.

Core competency	Standard
	<ul style="list-style-type: none"> Provides advice on procedures and the use of resources.
Flexibility and continuous improvement	<ul style="list-style-type: none"> Anticipates having to adapt work methods to changing technology and environments. Considers problems from all new perspectives and can expand on the thinking or solutions proposed by others. Adapts to new ideas and initiatives relevant to own area of work. Understands and promotes the Organisation's business needs and policies for introducing change. Is able to present the Organisation's priorities as they relate to own area of work. Explains and convinces others of the need for adaptation and change of policies, structures, and methods.
Stakeholder engagement and communications	<ul style="list-style-type: none"> Writes information coming from multiple sources in a logical and comprehensive, yet concise manner. Combines information from various sources in a concise and consistent manner. Makes sound use of graphics and tables to effectively present numerical data. Actively nurtures both formal and informal contacts to facilitate the progress of work by proactively sharing information, best practices and respective interests and areas of expertise. Identifies current or past contacts that can provide work-related information or assistance. Fosters two-way trust in dealing with contacts (e.g. maintains confidentiality regarding sensitive information).
Quality management	<ul style="list-style-type: none"> Gain an understanding of quality management systems, so effective feedback on limitations can be provided. Utilise quality management systems where provided by the PHN. Provide feedback to line managers on utility of quality management systems.
Strategic thinking and innovation	<ul style="list-style-type: none"> Provides a rationale for decisions, relating to the overall goals. Able to work on strategic activities within the team, either across the whole or within particular areas. Actively contributes to strategic discussions. Understands the organisation's current and future role. Looks for opportunities for business improvement.
Governance and risk	<ul style="list-style-type: none"> Ensures governance arrangements are being met. Constructs formal reporting structures that are appropriate for successful partnerships. Refers to key healthcare benchmarks in making recommendations. Has a working understanding of the legal governance of engagement with public and service users.

Core competency	Standard
	<ul style="list-style-type: none"> • Identifies and manages risk. • Remains familiar with and adheres to all policies and procedures, including Workplace Health and Safety. • Contributes to a safe workplace.
Project and program management	<ul style="list-style-type: none"> • Ensures a clear project scope. • Develops effective project plans and cost schedules. • Calculates, relates and responds to variances in schedule and costs. • Ensures effective project reporting. • Effectively manages project change using appropriate change control techniques. • Able to identify major and minor tasks for projects using a broad range of complex and technical tools. • Manages relationships of internal and external resources and interfaces with other groups. • Can identify and mitigate variations, changes and conflicts. • Solves complex problems in own area even when not always clearly defined. • Resolves problems that may impact upon wider team/overall objectives. • Able to apply a broad range of complex, technical or professional risk tools in a wide variety of projects.
Commissioning	<ul style="list-style-type: none"> • Apply commissioning guidelines and framework. • Develop written, well-structured commissioning that clearly sets out business requirements. • Monitor Commissioning processes to ensure they are open, transparent and effective. • Understand and participate in the commissioning process and ensure actions are in line with the framework.

This position description contains a limited summary of the most frequently occurring tasks and responsibilities. In practice the employee can and will be entrusted with various other tasks and responsibilities that may also be of vital importance to the performance of his or her duties. The employee will properly execute these tasks and responsibilities and will not limit themselves to invoke the tasks and responsibilities exclusively summarised in this position description.