

Position Description



An Australian Government Initiative

General Information

Position:	Senior Project Officer
Purpose:	The Project Officer will contribute to the development implementation, management and reporting and evaluation of Primary Health Care Projects to achieve strategic objectives and the operational plan of GCPHN.
Last Reviewed:	01/06/2018

About the Organisation

Strategic Statement: Building one world class health system for the Gold Coast.

Strategic Goals:

- Improve coordination of care to ensure patients receive the right care at the right place at the right time
- Increase efficiency and effectiveness of health services for patients particularly those at risk of poor health outcomes
- Engage and support general practice and other stakeholders to facilitate improvements in our local health system.
- Be a high performing efficient and accountable organisation.

Values:

- Sustainable – Efficient, Effective, Viable
- Collaborative – Partnerships, Integrated, Engaged
- Innovative – Flexible, Pioneering, Evolutionary
- Influential – Visible, Valued, Courageous
- Evidence Based – Research, Documenting, Transparent
- Accountability – Respect, Responsible, Outcomes

Key Accountabilities

Project Management:

- Take the lead as required in the development, implementation, evaluation and analysis of Project Plans using standard project management techniques to meet the objectives of strategic and operational plans.
- Monitor report and analyse on the progress of approved project deliverables, including performance indicators, targets and budgets, to ensure quality outputs.
- Utilise a process scoping methodology and work with key stakeholders to identify and make changes and recommendations for improving service delivery for Primary Health Care on the Gold Coast.
- Research develop and maintain a high level knowledge of key stakeholders' core business, in order to ensure sustainability post implementation of the project.
- Support stakeholders to operationalise the Project Plan to ensure high quality outcomes are sustained over time.
- Interpret and comply with Program Guidelines, Accreditation Standards, Clinical Governance Frameworks and Policy to ensure that projects are implemented according to approved project deliverables, performance indicators and targets.
- Monitor & research national and international health care improvements & trends to assists with the development and implementation of projects that meet organisational objectives.

- Take a lead in identifying and mitigating project risks and proactively identify report and manage risks and issues in consultation with the Program Manager.
- Develop and implement Service Agreements, within GCPHN commissioning framework, to the engage consultants, contractors or suppliers.
- Manage the performance of contractors to achieve deliverables detailed in the project plan and service agreement.

Communication:

- Take the lead when required with internal and external communications for the project, to ensure GCPHN staff and stakeholder groups are fully aware of progress of the project.
- Provide to a high standard, timely, high quality advice, briefings, reports and correspondence to the Program Manager, CEO and relevant Stakeholder groups
- Liaise and negotiate with stakeholders to ensure the various elements of the project are developed and delivered in a coordinated, timely manner.
- Comply with reporting requirements by collecting, collating and communicating relevant data to the appropriate internal and external stakeholders, as directed by the Program Manager.
- Educate, present and disseminate information to a diverse range of stakeholders, by attending meetings, conducting consultations and facilitating events and forums as required.

Productive Working Relationships:

- Work collaboratively and provide support to GCPHN working groups, by providing background information that identifies needs, and supports the delivery of initiatives.
- Participates in GCPHN team, staff and other meetings identified by the Program Manager, from time to time.
- Operate as an effective member of the team to achieve the Strategic objectives of the organisation and identified key performance objectives.
- Shares knowledge and information with others, encourages collaboration and supports the ongoing change in the health sector.

Quality Improvement:

- Contribute to the development, implementation and evaluation of quality and clinical governance activities to achieve and maintain continuous quality improvement.
- Recommend sustainable policy/procedure changes in the interests of continuous quality improvement.
- Contribute to the pursuit of excellence through promoting and maintaining team spirit and abiding by the GCPHN Code of Conduct and implementing all policies and procedures correctly.
- Actively participate in a working environment supporting quality Human Resource Management practices with particular reference to employment equity, anti-discrimination, work health and safety, and ethical behaviour.
- Continually work towards self - improvement and the improvement of others to achieve best practice.
- Maintain data integrity within all systems used.

Operational:

- Report against key performance indicators and provide input to evaluate and monitor services delivered or commissioned by the Gold Coast Primary Health Network.
- Represent the organisation on relevant committees, working groups and events as they relate to the role.
- Complete other reasonable duties and projects as required to meet organisational objectives or as instructed by your Manager
- Be accountable and contribute to GCPHN being a high performing organisation.

Work Health & Safety:

- Contribute to maintaining a safe workplace and culture
- Be aware and work within the requirements of the Work Health and Safety Act 2011.

Values

- Complies with the GCPHN's values.

Other Requirements

- A current Driver's License and use of a personal vehicle, which is fully comprehensively insured, is required to complete the duties of this position. Work related mileage will be reimbursed
- Willingness and ability to work flexible hours in line with the availability of key stakeholders
- Self-sufficient in the use of IT - Word, Excel, PowerPoint, Project Management tools and relevant data bases.

Capabilities for the Role

Within the context of the responsibilities described above, the ideal applicant will be someone who:

Supports strategic direction - *Anticipates, analyses and evaluates information. Displays innovative thinking and is solutions focused.*

Achieves results - *Works independently and proactively collaborates with others to achieve results. Displays a strong work ethic and resilience.*

Builds productive relationships – *Builds trust and effectively works together with a diverse group of internal and external stakeholders to achieve mutually beneficial outcomes.*

Display personal drive and integrity – *Displays judgement, initiative and professionalism. Proactively seeks to continually learn and develop.*

Communicates with influence – *Communicates complex information in a clear and effective manner for the target audience.*

Selection Criteria

Essential:

- Demonstrated ability to take the lead in the planning, implementation and evaluation of projects within the health sector, to effectively achieve results, using standard project management techniques.
- Demonstrated ability to provide supervision, direction and support to team members to achieve project deliverables on time and within budget.
- Ability to work collaboratively with a range of stakeholders, to identify the needs of the Gold Coast Community and recommend initiatives for improvement.
- Highly developed interpersonal and communication skills, including influencing, negotiation and consultation skills, with the ability to build both internal and external relationships at all levels of the organisation and the community.
- Proven ability to think conceptually, analyse complex issues and develop innovative solutions and strategies within organisational constraints and budgets.
- Proven ability to implement change initiatives internally and externally within a complex health environment.

Desirable:

- Tertiary qualifications applicable to the health sector.

Reporting Relationships

Reports to: Program Manager

Direct Reports: To Be Determined

DOCUMENT CONTROL

Managed by: Human Resouces	Approved by: CEO	Version: 1.0
Next review date: 03/06/2019	Date approved: 01/06/2018	Status: FINAL

REVISION RECORD

Date	Version	Revision description
01/06/18	1.0	Reviewed by Office Manager and no revisions noted.