

Position Description

Position	Project Officer – Partners in Recovery
Purpose	The Project Officer is to support the development and delivery of PIR projects to effectively achieve results in system change initiatives aligned with the strategic objectives of the PIR program.
Last Reviewed	03/11/2014

Medicare Locals

Medicare Locals were established in 2011 as a key component of the Australian Government's national health reforms. The Government's vision for Medicare Locals is a national network of organisations whose focus is on enabling local communities to access the health care they need, when they need it and to fill the gaps in health care services for those communities.

Medicare Locals will work alongside hospital networks, public and private health providers and community based organisations to better integrate services and to identify gaps in healthcare delivery at a local level. The first Medicare Locals were established in July 2011 by divisions of general practice, a network of government funded organisations which have been engaging with and supporting general practitioners to improve their business and clinical management for over 15 years.

While Government funded, Medicare Locals are independent organisations and are not government bodies. For more information about Medicare Locals see www.yourhealth.gov.au

Gold Coast Medicare Local

The Gold Coast Medicare Local (GCML) is an independent, locally run, not-for-profit company. It aims to improve the health and wellbeing of the Gold Coast community by working in partnership with Health and Community Services such as General Practice; Allied Health; Mental Health; Aged Care and Youth Services. The GCML's focus is also on community engagement - building a partnership with the community in promoting, improving and managing their own health and wellbeing and that of our Gold Coast community. In this way community members also become a partner in decision making about their own health and wellbeing and the ways to better design and deliver services and supports to the community as a whole.

For more information see www.healthygc.com.au

Partners in Recovery (PIR)

PIR is funded by the Department of Health (DoH) and aims to better support people living with severe and persistent mental illness who have complex needs and their carers and families. This is achieved by getting multiple sectors, services and supports they may come into contact with, and could benefit from, to work together in a more collaborative, coordinated and integrated way.

The ultimate objective of the initiative is to improve the system response to and outcomes for people living with severe and persistent mental illness who have complex needs by:

- facilitating better coordination of clinical and other supports and services to deliver 'wrap around' care individually tailored to the person's needs;
- strengthening partnerships and building better links between various clinical and community support organisations responsible for delivering services to the PIR target group;

- improving referral pathways that facilitate access to the range of services and supports needed by the PIR target group; and
- promoting a community based recovery model to underpin all clinical and community support services delivered to the PIR target group.

For more information see www.pirgoldcoast.com.au

Key Accountabilities

- Develop and manage projects and reporting requirements to effectively achieve results for addressing gaps and barriers around identified priority system change issues.
- Consult with consortium members, key stakeholders, consumers and carers to explore options for implementing new and or enhanced services based on evidence and capacity to implement in the region.
- Provide secretariat support to governance groups, assist with project reporting and coordinate communication strategies.
- Ensure procurement processes align with GCML quality practices.
- Being flexible and adaptable to achieve results in a changing environment.

GCML Responsibilities

General:

- Represent the organisation on relevant committees, advisory groups, and events as they relate to the role and organisational objectives.
- Ensure regular attendance at team, staff and other organisational meetings as directed.
- Operate as an effective member of the team to achieve the objectives of the organisation and other key performance indicators.
- Contribute to the pursuit of excellence through promoting and maintaining team spirit and abiding by the GCML Code of Conduct, values 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, occupational health and safety, and ethical behaviour.
- Complete other reasonable duties and projects as required to meet organisational objectives or as instructed by your Manager
- Contribute to the leadership and good governance of the GCML in delivering its strategic objectives
- Willingness and ability to work flexible hours in line with the availability of key stakeholders
- A current Driver's License and use of a personal vehicle is required to complete the duties of this position. Work related mileage will be reimbursed in line with GCML Travel and Reimbursement Fact Sheet

Communication:

- Communicate effectively with all members of GCML and Partners in Recovery consortium.
- Maintain up to date records in the GCML database; ensuring information is accurate and accessible by other team members.

- Comply with reporting requirements by collecting, collating and communicating all relevant data to the appropriate internal and external stakeholders, as directed by your Manager.

Quality:

- This position is encouraged to recommend policy/procedure changes in the interests of continuous quality improvement.

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.

Project Specific Functions/criteria

Network of Organisational Relationships

Internal Contacts

Within GCML this position works closely and collaboratively with:

- Program Manager
- Project Officers
- PIR Consortium

It is expected that this position will work closely with the PIR System Coordinator.

Reporting Relationships

Reports to: Partners in Recovery Program Manager

Direct reports: Nil

Level of Delegation

Nil

Key Selection Criteria

Key Competencies

1. Demonstrated knowledge and understanding of Australia's health care system, particularly areas that relate to primary health care service provision, or the demonstrated ability to rapidly acquire such knowledge.
2. Demonstrated ability to assist with planning and managing projects to effectively achieve results, using standard project management techniques.
3. Highly developed interpersonal and communication skills, including negotiation and consultation, internal and external relationship management at all levels and quality secretariat support to governance groups
4. Proven ability to think conceptually, analyse complex issues and develop innovative solutions and strategies within organisational constraints.
5. Highly developed organisational and time management skills.
6. Demonstrated ability to actively participate in a working environment supporting values of quality, professionalism, teamwork and performance