

Position description

Position	Deputy Chief Executive Officer		
Purpose	In close collaboration with the CEO, lead and manage the organisation in line with the strategic direction agreed by the Board of Directors		
Approval date	15 June 2016	Approved by	Abbe Anderson

Brisbane North PHN

Brisbane North PHN supports clinicians and communities in Brisbane's northern suburbs, Moreton Bay Regional Council and parts of Somerset Regional Council. It covers approximately 4,100 km² of urban, regional and rural areas, with a population of over 900,000.

The key objectives of the Brisbane North PHN are:

- increasing the efficiency and effectiveness of medical services for patients, particularly those at risk of poor health outcomes; and
- improving coordination of care to ensure patients receive the right care in the right place at the right time.

The PHN will achieve these outcomes by:

- understanding the health care needs of our community through analysis and planning, helping to identify and address service gaps
- providing practice support services so that GPs are better placed to provide care to patients, keeping them healthy and out of hospital
- supporting general practices in attaining the highest standards in safety
- assisting general practices in understanding and making meaningful use of eHealth systems
- working with other funders to purchase or commission health services for local groups most in need, including patients with complex chronic conditions or mental illness.

Key outcome areas

To ensure the organisation works effectively to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed twice a year formally and on an ongoing basis informally with team members and managers.

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Role-specific

- provide leadership to the organisation in support of the CEO, including fulfilling the role of acting chief executive in the CEO's absence
- in collaboration with the CEO and Board, identify and influence the formation of government and other policies, whether existing or new, in line with community needs
- in collaboration with the CEO and Board, guide strategic and business planning processes and promote the organisation's objectives and achievements including through effective media liaison
- take a lead on key external stakeholder engagement and partnership building, particularly with the Metro North HHS, Childrens' Health Queensland HHS and general practitioners
- facilitate the achievement of all program and project objectives delivered by the Primary Care Liaison and Integration programs and ensure their alignment with the organisation's strategic vision, KPIs and budgets
- provide effective coaching, mentoring and professional development to direct reports; apply appropriate recruitment, induction and performance management principles which comply with our policies and procedures.

Executive Management

- as part of the Executive team, develop and implement the organisation's strategic plan and internal operational planning processes, contributing toward the achievement of the plan and organisational vision
- as part of the Executive team, operate with a high level of autonomy and responsibility to help shape and influence the culture, capability and success of the organisation, including achieving better integration and communication across teams
- identify, build and maintain excellent relationships with key stakeholder and partner organisations to influence strategic change and strategically align the PHN in the context of the local health environment.

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 ChilliDB 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 the CEO and relevant funding bodies
- 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: CEO

Direct reports: Manager | Primary Care Liaison
Manager | Integration

Level of delegation

(Per Delegation Matrix – CEO to staff)

Level 1 – Executive Managers

Key selection criteria

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

Qualifications and experience

- significant experience at a senior management level, including high level strategic thinking and planning skills and experience working with boards of directors
- tertiary qualifications in a related field, or comparable professional experience
- a track record in organisational capability building and in leading and managing high performing teams
- excellent interpersonal and communication skills with the ability to motivate, influence and gain commitment
- demonstrated ability to network and engage with a diverse range of stakeholders at a senior level
- proven experience in the development, implementation and evaluation of strategy, policy and programs.

Capabilities

The Brisbane North PHN Leadership Capability Framework applies to all roles within the organisation. Applicants must address these capabilities.

- **leads self** – self-aware, proactive and adaptable; takes personal development opportunities and is resilient
- **engages others** at all levels with respect, collaboration and cultural sensitivity
- **achieves outcomes** in a high demand work environment with judgment and initiative
- **drives innovation** - contributes to our culture of continuous quality improvement
- **shapes systems** - works productively within internal and external systems and networks
- **bases decisions on available evidence.**

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.)