

GPHN066 - Coordinator Connected Care

Part time (0.8FTE), Parental Leave Position until 24 December 2026 (subject to funding)

WHO WE ARE:

Gippsland PHN is a not for profit charity that works at a regional level to achieve improved whole of system health care. Our vision is for a Measurably Healthier Gippsland. We work closely with the primary health care system, identifying opportunities to improve health outcomes in Gippsland communities. We do this through health system improvement programs, and by commissioning services to address local health needs via our regional commissioning role.

We aim to:

- Ensure health issues are prioritised, understood, and invested in, using local strengths;
- Build and support local capability in primary health care professionals;
- Enable transparent communication and information exchange across the primary health care sector; and
- Improve access in primary health services particularly for those at risk of poor health outcomes, and where gaps exist in hard to reach locations.

WHO WE ARE LOOKING FOR:

Coordinator Connected Care

We currently have a part time (0.8FTE) career opportunity available as the Coordinator Connected Care. This position is a Parental Leave position until 24 December 2026 (subject to funding). The Coordinator Connected Care is responsible for coordinating activities to support digital health initiatives and programs of activity that support the implementation of the Gippsland PHN Digital Health Strategy 2024-26.

The role guides, coordinates and supports projects within the Digital Health program of work. It includes the planning, promotion and embedding of digital health solutions and connected care models that drive information sharing and health system improvement, supporting the organisation to build the capacity of the primary and acute health sectors to deliver excellent health outcomes in the community. Applicants with experience working in or across the health system are encouraged to apply.

We are looking for an astute, agile, dynamic, and outcomes focused team member. Use your skills to complete work packages including but not limited to:

- Support the Manager Digital, Data and Insights to ensure performance outcomes for the digital health program are delivered, monitored and reported in line with guidelines and funding schedules;
- Develop, guide and coordinate planning and delivery of digital health projects and activities to advance digital health solutions and capacity building in and across primary care in Gippsland;
- Develop digital health capacity building plans inclusive of internal and external stakeholders, to support capacity building in and across primary care in Gippsland;
- A primary responsibility will be to facilitate and implement the activities in the Gippsland PHN Digital Health Strategy, through supporting activities that:
 - improve information sharing in health;
 - build primary care workforce capacity and digital health literacy;
 - improve consumer digital health literacy;
 - foster digitally enabled models of care; and
 - establish and maintain partnerships that enable the above objectives to be met.
- Provide support and line management to project officers;
- Ensure knowledge of, and compliance with, strategies, plans and policies relevant to the role and contribute to and preparation of written plans and reports to executive and funders;

- Coordinate the delivery of contracts, programs, projects and initiatives and ensure sound principles and approaches are applied to all activities. Coordinate and/or participate in specific working groups and committees as identified;
- Contribute to the collection and analysis of data generated by digital tools and systems to inform the health needs of the region;
- Maintain procedures to ensure that expenditure is effectively monitored and contribute to the completion of reports, data and analysis; and
- Provide advice to the Manager Digital, Data and Insights ensuring strategic and operational risks, challenges, opportunities and key issues are identified.

WHAT WE OFFER:

- *attractive remuneration;*
- *salary packaging;*
- *flexible working environments with a choice of being based at one of our three office locations (Traralgon, Wonthaggi, or Bairnsdale), with a mix of working from home environments by agreement;*
- *a great organisational culture; and*
- *the chance for you to make a real difference to the health outcomes in our community.*

HOW TO APPLY:

To submit your application which must include a covering letter, resume, and your addressed key selection criteria, [please click here.](#)

Alternatively, you can email your application with your **three** attached documents to recruitment@gphn.org.au

To view the Key Selection Criteria, please click on the [position description here.](#) (page 4)

Members of the LGBTIQ+ community, those from culturally and linguistically diverse communities, people with lived experience, Aboriginal and/or Torres Strait Islander peoples, and people living with a disability are strongly encouraged to apply.

For further information relating to this position, please contact human resources on **03 5175 5420**.

DIVERSITY AND INCLUSION:

At Gippsland PHN we value diversity and inclusion. We encourage and celebrate a diverse and inclusive workforce that embodies respectful, psychologically safe work practices where everyone can contribute. We value diversity in culture, ethnicity, race, sex, gender identity or expression, sexual orientation, age, disability status and neurodiversity.

APPLICATIONS CLOSE: Monday 10 November 2025

All enquiries and applications will be handled professionally and with the strictest of confidence.

