

GPHN016 – Coordinator Program Delivery

Full time (1.0FTE), Ongoing (*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 Program Delivery

We currently have an ongoing full time (1.0FTE) career opportunity available as the Coordinator Program Delivery (subject to funding). The Coordinator Program Delivery leads a multidisciplinary program delivery team comprising of Program Delivery Officers.

A key function of the program delivery team is to deliver outcomes for commissioned services and/or projects, improving health outcomes, providing a high level of project and contract management, monitoring and evaluation skills across a broad range of providers, including General Practice, allied health, nursing and midwifery, and other primary health providers. Leadership is also provided for health services adoption of evidence-based best practice and emerging rural sustainable models of care, whilst embedding efficient systems and processes.

The Coordinator Program Delivery takes a whole of system approach to improving health outcomes across the Gippsland region. The Coordinator will take on a specialist role in relation to a number of core activities and will act as a specialist resource to internal and external stakeholders as per the allocated portfolio, to provide specialist support and advice across teams as required.

Reporting to the Manager Program Delivery, the Coordinator Program Delivery role actively contributes to operational planning, culture development, and continuous improvement in policies, systems, programs and processes. This includes both commissioning, contract management and project based work.

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:

- Ensure the delivery of commissioned service contracts and monitoring the delivery and compliance against any terms listed in the agreement. Manage and/or participate in specific projects, working groups and committees as identified;
- Support practice facilitation using a range of organisational development, project management, contract management, quality improvement, and practice improvement approaches and methods, to build the internal capacity of practices over time;
- Contribute to the collection of data to inform and support population health planning identifying 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;
- Identify and manage portfolios for program delivery teams to develop innovative solutions to address service gaps and improve access to Primary Health Care; and

- Provide considered advice to the Manager Program Delivery; 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 view the Key Selection Criteria, please click on the [position description here](#).

[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

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: Sunday 07 December 2025

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

