

## **GPHN071 - Coordinator Program Development and Engagement**

**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 Development and Engagement**

We currently have an ongoing full time (1.0FTE) career opportunity available as the Coordinator Program Development and Engagement (*subject to funding*). The Coordinator Program Development and Engagement is responsible for coordinating the efforts of outcomes based primary care commissioning within each of the subregions in Gippsland. Working in close collaboration with the Operational and Corporate Services teams, the Coordinator Program Development and Engagement will facilitate and coordinate co-design of service models and procurement activity based on the primary health needs of Gippsland.

The Coordinator Program Development and Engagement will ensure standards and practices are applied in line with Gippsland PHN's Clinical Governance Framework, Performance & Monitoring Governance Framework and provide guidance to Subregional Coordinators. In addition, The Coordinator Program Development and Engagement will have direct supervision and oversight responsibilities of the Program Support Officer.

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:

- Using the information within funding schedules and associated directives, facilitate and coordinate the development of new and or revised models of care/commissioned services/programs using co-design principles;
- Coordinate and/or populate project and procurement plans and Board reports with detailed information captured during the development of new / revised models of care;
- Maintain procedures to ensure that expenditure is effectively monitored;
- Contribute to delivery of tenders, contracts, programs, projects and initiatives and ensure sound principles and approaches are applied to all activities. Participate in specific working groups and committees as identified;
- Coordinate the processes in order to effectively monitor, review and report on the delivery of commissioned programs and services, budget performance and achievement of all activities funded within the Annual Plan;
- Contribute to the collection of data to inform and support population health planning; identifying the health needs of the region, and the completion of reports, data and analysis; and
- Provide considered advice to the Manager Procurement, Program Development and Engagement; ensuring 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](mailto: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 7 September 2025

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

