

## **GPHN106 - Primary Health Initiatives and Response Officer**

**Part time (0.8FTE), Ongoing Position (*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:**

#### **Primary Health Initiatives and Response Officer**

Do you have excellent organisational skills, an ability to build strong stakeholder relationships, and a passion for the health and wellbeing of the Gippsland community?

We currently have a part time (0.8FTE) career opportunity available as the Primary Health Initiatives and Response Officer. The Primary Health Initiatives and Response Officer role ensures the delivery of outcomes for commissioned services and/or projects and plays a role in supporting emergency preparedness, response and recovery for primary care providers. The role contributes to improving health outcomes by providing a high level of project and contract management, monitoring, and evaluation skills across a broad range of providers.

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:

- Contribute to the delivery of commissioned service contracts and monitoring the delivery and compliance against any terms listed in the agreement. Participate in specific projects, working groups and committees as identified;
- Support primary care to respond to disasters and to build the internal capacity of primary care over time;
- Assist in emergency planning and preparedness work, at both a regional and organisational level, including developing preparedness and implementing response plans and related communication;
- Provide support to Residential Aged Care Homes with COVID-19 advice and vaccination coordination;
- Contribute to the collection of data to inform and support population health planning identifying the health needs of the region. Contribute to the completion of reports, data and analysis;
- Lead identified portfolios across sub-regional teams to develop innovative solutions to address service gaps and improve access to primary health care; and
- Provide considered advice to the Coordinator Primary Health Initiatives and Response; 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 13<sup>th</sup> July 2025

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

