

Project Coordinator, Implementation Support Project

Full time position, fixed term contract till 30 June 2023 (subject to funding).

WHO WE ARE:

The CEOs of each of the 31 Primary Health Networks (PHNs) across Australia have formed the PHN Cooperative (the Cooperative). The Cooperative is an operational forum for PHN CEOs to shape and inform a shared agenda, to demonstrate the value of PHNs to key stakeholders and Government, and to actively engage with the Primary Health Care Reform agenda.

Brisbane North PHN is leading this recruitment process on behalf of the PHN Cooperative. The successful candidate will be employed by, and based at, their local PHN. The role is part of a virtual team reporting to the National Policy and Capacity Building Manager.

WHO WE ARE LOOKING FOR:

Project Coordinator, Implementation Support Project

The Project Coordinator will deliver the Implementation Support Project, a national capacity building project to support Australia's 31 PHNs to establish a national mental health assessment and referral phone service (the Head to Health phone service). The Head to Health phone service is a Commonwealth funded initiative to improve access to mental health services in the community and will integrate with new Head to Health centres and satellites, PHN commissioned mental health services, and the Head to Health digital platform transformation projects.

The Department of Health has commissioned the PHN Cooperative to act as a central facilitator of collaboration, capacity building and knowledge transfer as the phone service is established and commences operating nationally from 1 July 2022

The Role will:

- Coordinate the successful delivery of projects and outputs as per the Implementation Support Project work plan agreed by the Department of Health
- Lead information sharing and capacity building across the PHN network to support the establishment of the phone service in each PHN region from 1 July 2022
- Coordinate with the Department to deliver Community of Practice (CoP) meetings and related Head to Health governance forums
- Lead activities for PHNs to align approaches and, where possible, collaborate on the delivery of the phone service to foster national consistency and efficiencies
- Provide support to PHNs to implement governance models relevant to their regional and jurisdictional context
- Maintain and promote communications and engagement between PHNs and the Department to improve the flow of information and identification and awareness of key challenges and emerging themes to be addressed.
- Maintain regular communication with all PHNs and state & territory PHN networks and other identified stakeholders.

WHAT WE OFFER:

- *Great workplace culture with exposure to national programs*
- *Flexible work options (including from home, flexible hours, accrued days off, and flexible start/finish times)*
- *Generous salary packaging arrangements, including NFP tax free benefits*
- *Annual professional development funding*
- *Opportunities to build networks with PHN staff around Australia while being based in your local PHN office*

HOW TO APPLY:

Brisbane North PHN is leading this recruitment process on behalf of the PHN Cooperative. The successful candidate will be employed by, and based at their local PHN.

To apply please –

Review the [full position description](#)

Direct any queries about this role to hr@brisbanenorthphn.org.au

Provide your **current resume and a covering letter** (letter maximum 2 pages) outlining your suitability for the role, by **midnight Friday 12 August** to hr@brisbanenorthphn.org.au

APPLICATIONS CLOSE: Midnight Friday 12 August 2022

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