

GPHN113 – Project Coordinator

Full time (1.0FTE), Fixed Term Position until 30 June 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:

Project Coordinator

We currently have a full time (1.0FTE) career opportunity available as the Project Coordinator. This role is a Fixed Term Position until 30 June 2026 (subject to funding). The Project Coordinator will establish and oversee a series of projects under the Gippsland (Victoria) Integrated Care and Commissioning (ICC) trial site. The projects aim to improve the access to and delivery of aged care, disability supports and Veterans' care services in rural and remote regions, and for First Nations peoples. A working knowledge and understanding of the delivery of care services in aged care, disability, veterans' care systems including for First Nations peoples is essential for this role.

To be successful in this role the Project Coordinator will:

- Be based in the Gippsland region and be available to travel across the region;
- Be a positive and resilient self-starter;
- Have a working knowledge of aged care, disability and veterans' care systems;
- Have a good judgement, strong organisational skills, and a results-orientated mindset;
- Have a strong understanding of the challenges of service delivery in rural and remote locations;
- Be committed to delivery of innovative place-based solutions;
- Have a strong appreciation, awareness and understanding of matters relating to First Nations peoples and communities; and
- Be committed to strengthening cultural competency.

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:

- Lead multiple activities including developing strategies, preparing planning documentation, driving delivery of milestones, and monitoring, evaluating and reporting on progress;
- Drive existing ICC Gippsland trial site proposals and projects and develop new opportunities that support the objectives of the ICC project in consultation with communities via a co-design approach;
- Identify and mitigate risks to projects to projects and stakeholders;
- Work independently, including to resolve issues and deliver quality outcomes;
- Have strong analytical, research and problem-solving skills; and
- Manage and respond quickly to competing priorities and emerging issues.

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 13 July 2025

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

