

GPHN110– Project Officer Connected Care

Part time (0.9FTE), Fixed Term - 12month Contract (*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 Officer Connected Care

We currently have a part time (0.9FTE, 68.4hrs per fortnight) career opportunity available as the Project Officer Connected Care (subject to funding). This role is a 12month Contract. As part of the Gippsland PHN team and reporting to the Coordinator Connected Care, the Project Officer Connected Care is responsible for activities to support the implementation of the Gippsland PHN Digital Health Strategy.

The role provides administrative and project support to the Digital Health program and other Gippsland PHN teams as required. Primarily the role supports delivery of Digital Health projects and other initiatives and facilitate system change. This is achieved through working closely with and building capacity across general practices, pharmacy and allied health to promote understanding and adoption of connected care models as described in the Gippsland PHN Digital Health Strategy. Applicants with experience working in or across the health system are encouraged to apply.

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:

- Support the Coordinator Connected Care to ensure performance outcomes for the digital health program are delivered, monitored and reported in line with guidelines and funding schedules;
- Support planning and delivery of projects and activities to advance digital health solutions and capacity building in and across primary care in Gippsland;
- Support the implementation of the Gippsland PHN Digital Health Strategy by leading projects, maintaining project plans and controls, and managing deliverables of specific projects and other innovative digital health initiatives;
- Provide training and education for primary care providers to support adoption of digital health solutions;
- Deliver quarterly reports to support the Practice Incentives Program; and
- Contribute to the analysis and interpretation of data to inform system improvements and provide considered advice to the Manager Digital, Data and Insights and Project Coordinator Connected Care.

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 04 January 2026

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

