

Project Support Officer, 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 Support Officer, 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:

- support the delivery the Implementation Support Project work plan in collaboration with the Project Coordinator and National Policy and Capacity Building Manager
- support information sharing and capacity building across the PHN network to support the establishment of the Head to Health phone service in each PHN region
- develop, maintain and distribute project resources and materials to a national network of PHN stakeholders
- support the delivery of both face-to-face and online workshops including arranging Community of Practice meetings, webinars, and project meetings
- undertake administrative support including maintaining databases of stakeholder details across all 31 PHNs and Department of Health and Aged Care teams.
- coordinate meetings and workshops with internal and external stakeholders including preparing agendas, minutes and arranging meeting bookings, calendar invites and logistics.

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** <https://gphn.org.au/wp-content/uploads/files/pdf/Project-Support-Officer-Implementation-Support-Project-Position-Description-August-2022.pdf>

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.