

POSITION DESCRIPTION

Primary Health Care Response Lead

Reports to:	Director of Operations		
Domain:	Operations	Business Unit:	Operations
Team:	Primary Health Care	Position Type:	FTE: 1.0 Fixed Term
Location:	Albury / Bendigo / Mildura / Shepparton		

Primary purpose of this position

The purpose of the position is to lead the coordination of the readiness and capacity of the primary health sector to engage with and deliver agreed strategies to support the ongoing response to emerging health issues including key vaccination programs and any other emerging health responses. This position will lead, coordinate and liaise with key internal and external stakeholders to ensure the delivery of emerging health related activities across the PHN's catchment, including commissioning of services. The role will manage relationships with local stakeholders and develop and deliver clear, consistent, and responsive communication in collaboration with state and national governments and monitor the local implementation of the Vaccine strategy, including COVID response.

Scope	
<i>Direct reports to this position</i> Primary Health Care Response Coordinator	<i>Indirect reports</i> N/A

Key relationships	
All employees have responsibility for managing aspects of relationships. At all times those interactions should reinforce our intention that we are easy to do business with.	
<i>Internal</i> <ul style="list-style-type: none"> • Communication Team • Director of Operations • Primary Health Care Development Lead • Coordination Leads 	<i>External</i> <ul style="list-style-type: none"> • General Practice • Residential Aged Care Facilities • Health Services - Rural and Regional • Victorian Department of Health

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| <ul style="list-style-type: none"> • Quality Improvement Consultants • Workforce Development and Network Lead • Relevant Commissioning leads • Chief Executive and Operating Officers | <ul style="list-style-type: none"> • Commonwealth Department of Health • Victorian and Tasmania Primary Health Network • Public Health Units |
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Key accountabilities

The effective planning, communication, integration and continuous improvement of Murray PHN's role in the local implementation of the National COVID-19 Vaccine Strategy, focussing on vulnerable populations, Aged Care and Disability/Primary Care sectors.

Lead effective communication with internal and external stakeholders regarding vaccine roll out (COVAX, Influenza, and other emerging health responses e.g. JEV, MPX) preparation, eligibility and scheduling.

Key responsibilities	% of job
With a focus on vulnerable populations, Aged Care and Disability/Primary care lead the planning, coordination and communication with internal and external stakeholders regarding COVID-19 and related public health activity.	30%
Plan, develop and implement engagement strategies with a diverse range of health organisations including at the national, state, regional, community and PHN level.	30%
Lead, coordinate and contribute to the implementation of systems, data, reporting and communication structures to monitor progress and activity across COVID activity and other emerging issues.	25%
Consult and liaise with all relevant staff to contribute to strengthening an integrated approach to vaccination activity.	10%
Other duties within role and scope of position.	5%

Each Murray PHN employee is expected to:

Strategic alignment – pro-actively work in a way that directly supports Murray PHN strategic objectives.

Workplace health and safety – pro-actively work in a safe manner, adhering to all work health and safety (WH&S) requirements and report all hazards, near misses and incidents through the organisation’s WH&S processes.

Manage risk – Actively manage risks by complying with organisational policies and procedures and escalating risks for higher-level attention when required as per Murray PHN approved risk scales.

Governance – Actively embrace and understand their role and where it fits within Murray PHN Governance and Accountability Framework.

Cyber Security – Actively seek out the company’s policies and procedures and ensure you fully understand and abide by them.

Travel – As Murray PHN covers a wide regional and rural catchment some travel may be required as part of this role. This position will require a current driver’s licence which must be provided prior to commencing employment.

Knowledge, skills, experience and qualifications

The knowledge, skills, experience and qualifications for this role are:

Essential

- Tertiary qualifications or equivalent experience in health, project management or related field.
- Demonstrated experience and skills in sophisticated relationship management.
- Advanced understanding of the health system across different health sectors.
- Exceptional communication capability - including written and verbal.

Desirable

- Five-years’ experience or post-graduate qualifications in Primary Care, Public Health, or Community Engagement

Behavioural competencies

Murray PHN is a culturally safe and anti-racist organisation and all core behavioural competencies encompass this ethos.

This role has been evaluated at a Level NC6 and success in the role requires the right behavioural skills to be demonstrated.

Descriptors of the six Core Behavioural Competencies and four Leadership Competences relevant to this position are detailed in [Murray PHN Behavioural Competency Framework](#)



Leadership



Collaboration



Respect



Accountability



Innovation