

# POSITION DESCRIPTION

## Project Coordinator - Primary Health Care Response

<b>Reports to:</b>	Primary Health Care Response Lead		
<b>Domain:</b>	Operations	<b>Business Unit:</b>	Operations
<b>Team:</b>	Primary Health Care	<b>Position Type:</b>	FTE: 1.0   Fixed Term
<b>Location:</b>	Albury / Bendigo / Mildura / Shepparton		

### Primary purpose of this position

The purpose of the position is to coordinate and support the readiness and capacity of the primary health sector to engage with and deliver on key programs to support Murray PHN's response to emerging issues, such as vaccination programs and living with COVID strategies. This position will support key internal and external stakeholders, build relationships to deliver clear and responsive communication with relevant stakeholders, implement and monitor the local implementation of relevant strategies including the vaccine strategies.

Scope	
<b>Direct reports to this position</b> N/A	<b>Indirect reports</b> 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.	
<b>Internal</b> <ul style="list-style-type: none"> <li>• Primary Health Care Response Lead</li> <li>• Communication Team</li> <li>• Director of Operations</li> <li>• Operation Leads</li> <li>• Quality Improvement Consultants</li> <li>• Workforce Development and Network Coordinator's</li> <li>• Relevant Commissioning leads</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>• General Practice</li> <li>• Residential Aged Care Facilities</li> <li>• Disability Services</li> <li>• Pharmacies</li> <li>• Health Services - Rural and Regional</li> <li>• Victorian Department of Health</li> <li>• Commonwealth Department of Health</li> <li>• Victorian and Tasmania Primary Health Network</li> </ul>

- Chief Executive and Operating Officers

### Key accountabilities

- To support the planning, communication and coordination of Murray PHN's role in the local implementation of vaccination programs and relevant programs as designated.
- Coordinate and support effective communication with internal and external stakeholders regarding vaccine roll out preparation, eligibility and scheduling.
- To identify, capture and document the data, information and knowledge to monitor the implementation of the vaccine strategy and identify areas for improvement.

Key responsibilities	% of job
Coordinate the planning, coordination and communication with internal and external stakeholders regarding vaccination programs and related public health activity.	30%
Coordinate engagement strategies with a diverse range of health organisations including at the national, state, regional, community and PHN level.	30%
Coordinate and contribute to the implementation of systems, data, reporting and communication structures to monitor progress and activity.	25%
Consult and liaise with all relevant staff to contribute to strengthening an integrated approach to vaccination and relevant 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:



Leadership



Collaboration



Respect



Accountability



Innovation

### ***Essential***

- Experience and or qualification in Primary Care.
- Highly developed reporting, monitoring and data management skills.
- Has experience and skills in stakeholder management and communication.
- Advanced understanding of the health system across different health sectors.
- Exceptional communication capability - including written and verbal.

### ***Desirable***

- Project Management qualifications or experience
- Familiarity with Primary Care information systems.

### ***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 NC5 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](#)