

Position Description

Position identification

Position Title:	Project Officer Palliative Care and Older Persons Health
Business Unit and Location	Commissioned Services, Central Queensland
Effective date of document	February 2022
Version No:	2

Reporting relationships

This position reports to the Coordinator Palliative Care and Older Persons Health.

Primary Purpose of the Position

The PHNs Older Person's Health team work collaboratively with local stakeholders to improve the health and wellbeing of older people within our region with the ultimate aims of: improving consumer journeys into, within, and between the health and aged care systems; and improving the coordination and integration of palliative care across primary, secondary, tertiary and community health services to support at home palliative care.

The Project Officer Palliative Care and Older Persons Health supports the PHNs objectives by developing and maintaining key local relationships and assisting with the coordination of key activity in the Palliative Care and Older Person's Health portfolios.

Key Responsibilities

- Work in partnership and collaboration with individuals and organisations to maintain key relationships within the palliative care and older person's health space within primary care, the hospital, and residential and community care.
- Conduct service mapping and auditing exercises to identify local services, needs and opportunities in relation to Palliative Care and Older Person's Health
- Implement activities outlined in the Activity Work Plans (AWPs) within the Palliative Care and Older Persons Health space.
- Develop and maintain key Palliative Care and Older Person's Health networking groups in CQ, WB and SC allowing opportunities for integration and progress toward common goals
- Support project development and maintenance including managing contracts for commissioned projects with a focus on key outcomes
- Facilitate training and upskilling programs in consultation with peak bodies and local service providers
- Provide effective communication activities with Clinical Councils and other identified groups
- Report as appropriate in a timely manner and as reasonably requested on activity to the Coordinator PAL & OPH
- Secretariat duties as required
- Complete other reasonable duties as required.

Key Selection Criteria

Specific Role Requirements	
Qualifications Experience Skills Knowledge Attributes	<ul style="list-style-type: none"> • A relevant tertiary/vocational qualification and/or experience in public health, project management, health promotion or similar. • Demonstrated skills and experience in health project design, implementation, management and evaluation • Demonstrated knowledge and experience in primary health care, public health, older persons health, palliative care and/or end of life. • Has excellent communication skills, written, oral and social • Demonstrated ability to work collaboratively and build rapport with a wide range of individuals and organisations within a multidisciplinary team. • Demonstrated ability and capacity to work autonomously and organise your own workload to meet the requirement of this position. • Is proactive, well organised, has excellent time management and evidence-based problem-solving skills • Is computer literate and navigates computer programs and new technologies with ease.
Behaviour and Culture Standards	
<ul style="list-style-type: none"> • PHN Values – We demonstrate, in all interactions, behaviours that align with our values – People-centred, Respect, Diversity, Innovation, Collaboration, Courage, Excellence • We value diversity in all its forms and has a deep respect and awareness of cultural sensitivities. 	
Information access and use management	
<ul style="list-style-type: none"> • Comply with the PHN information protection policies that is the IT Security, Data Management, Data Breach and Privacy Policies • Contribute to the safe collection, storage, access/disclosure, use retention and disposal of data in alignment with the PHN information protection policies • Report any breach or perceived breach of stakeholder, client, or employee information to the Data Breach Response Team via the Internal Information Security and Data Breach Notification 	

Our PHN Capability Framework and our Behaviour and Culture Standards guide staff performance and success. Our PHN Capability Framework aligns to our Strategic Framework: Our Vision, Mission and Values.

Capability Framework
Performance: <ul style="list-style-type: none"> • Strategic Thinking and Innovation – Considers new and alternative ways to achieve goals and prepare for the future • Business Acumen – Demonstrates sound reasoning, decision making and the responsible use of resources • Governance and Risk – Follows procedures, identifies and reports risks.

Partnerships:

- **Stakeholder Engagement and Collaboration** – Identifies stakeholder and connects purposefully with them for outcomes, works with a range of contributors
- **Influencing and Negotiating** – Uses an evidence based approach to problem solving, considers multiple options for mutual benefits
- **Project/Program Management** – Follows standardised methodologies to progress workflow.

People:

- **Leadership & Culture** – Demonstrates self-leadership and accountability
- **Building Capability** – Commits to own learning and development
- **Communication** – Listens to understand. Articulates messages clearly and respectfully
- **Team Work** – Contributes actively and positively to team and organisational goals.

Appointment Conditions

Location	<ul style="list-style-type: none">• Rockhampton office
Mandatory requirements	<ul style="list-style-type: none">• Satisfactory criminal history check• Valid Blue Card or ability to obtain one• Valid drivers licence
Other conditions	<ul style="list-style-type: none">• The PHN has a non-smoking policy during paid working hours.• The role may include out of working hours commitments.• Comply with Mandatory COVID-19 Vaccination Policy of the PHN.