



POSITION TITLE	GP Workforce Planning & Prioritisation Program Officer
REPORTS TO	Team Leader Primary Care & Chronic Disease
DIRECT REPORTS	Not applicable
TEAM	Primary Health & Commissioned Services
LOCATION	WQPHN office
POSITION CLASSIFICATION	Level 5
RELEVANT AWARD & CLASSIFICATION	Award Free
EMPLOYMENT STATUS & HOURS	Full time, 1.0 FTE, 76 hour per fortnight

Primary Purpose

This position will support and understand the workforce needs and training requirements of General Practice and GP Registrars in the Western Queensland PHN (WQPHN) region as part of the delivery of the GP Workforce Planning & Prioritisation (GP WPP) Program.

About the GP WPP Program

The aim of the GP WPP program is to support the transition to college-led General Practice training, by providing robust, independent, evidence based advice to the Australian Government Department of Health and Aged Care (the Department) and GP colleges to inform the distribution and placement of registrars training on the program. It will also provide advice on GP training capacity and pathways to support and encourage registrars to establish a home in a region, settle there and complete training within that region.

Key Responsibilities and Accountabilities

Stakeholder Engagement & Relationship Building

1. Build culturally safe, collaborative relationships with General Practices, Hospital and Health Services (HHSs), and Aboriginal Community Controlled Health Organisations (ACCHOs) to support WPP activities.
2. Liaise with stakeholders, registrars and consumers to understand and enhance workforce and training capacity needs in rural and remote areas.

Workforce Needs Analysis & Training Pathways

3. Analyse General Practice workforce needs and provide advice to inform distribution targets and training capacity in each PHN region.
4. Document and support training pathways and placement recommendations, incorporating regional data and insights.

Program Development & Consultation

5. Conduct consultations and surveys with local General Practice teams, registrars, and communities to refine WPP recommendations.
6. Coordinate stakeholder forums to validate prioritisation methods and support general practice placement improvements.

Data Insights & Reporting

7. Prepare workforce needs and capacity reports with evidence-based recommendations for regional planning.
8. Regularly update local intelligence on GP training requirements and capacity across the region.

Practice Support

9. Represent WQPHN on relevant committees, advisory groups, and events on a local, statewide and national level as they relate to the role and organisational objectives.
10. In conjunction with the Primary Care and Chronic Disease Team with coordinating training and education for relevant stakeholders and general practice teams

General

11. Adhere to all established Information Security Management System (ISMS) and Quality Management System (QMS) policies, procedures, and guidelines to ensure the protection and compliance of the organisation.
12. Undertake other such duties and training as may reasonably be required and which are consistent with the level of responsibility of this position.

Our Commitment to Reconciliation

WQPHN is committed to undertaking all work within a culturally inclusive, sensitive and safe framework that supports Reconciliation. The [Reconciliation Action Plan](#) shows WQPHN's commitment and dedication to embedding reconciliation initiatives into everyday work.

Minimum Qualifications and Competencies

1. Tertiary qualifications in health, business, communications or related field, or minimum 3 years' experience in an equivalent role.
2. Demonstrated experience working in the healthcare system with sound understanding of Primary Health Networks (PHNs) and their purpose.
3. Relevant and current knowledge of requirements of Australian General Practice Training, RACGP Vocational Training Standards, ACRRM Training Standards for Supervisors and Training Posts, National Terms and Conditions for the Employment of Registrars (NTCER) is highly desirable.
4. Experience in facilitation and/or delivery of training and information to individuals and/or small groups.
5. Ability to research, analyse and collate information to prepare clear and concise business communication documents including reports, letters, and electronic communications.
6. Proven track record in stakeholder engagement, including the ability to build relationships, networks and supportive partnerships with internal and external stakeholders including general practitioners, practice managers, HHSs and ACCHOs.
7. Demonstrated project management experience in a health-related project/program.
8. Ability to work effectively with minimal supervision, manage conflicting deadlines and demonstrate effective problem-solving and analytical skills as part of a regionally dispersed team.

Key Performance Measures

1. Demonstrate and model the WQPHN values.
2. Deliver against allocated WQPHN strategic objectives, business plan and PPQF, reflecting the Health Needs Assessment and DoHAC deliverables.
3. Identify and engage key stakeholders to develop and maintain positive relationships through considered and respectful communications.



4. Ensure the achievement of all KPIs associated with the GP Workforce Planning & Prioritisation (WPP) within the scope of WQPHN's involvement in the program deliverables.
5. Ensure organisational compliance with all statutory, funding, grant, contractual and legislative obligations.
6. Meet 100% completion of mandatory and organisational training priorities.

Key Relationships

Internal

- Office of the Chief Executive Officer
- Primary Health & Commissioned Services Team
- Strategy, Planning & Performance Team.

External

- Department of Health & Aged Care (DoHAC) and other government departments
- RFDS, CheckUP, HWQ and other partner organisations related to PHN primary healthcare activities
- Queensland Health and other hospitals or health services across three HHS regions
- Nukal Murra Alliance
- Clinical service providers and other health professionals including general practice
- Other health service providers, community sector agencies, contractors and business advisors.

Acceptance

EMPLOYEE NAME			
EMPLOYEE SIGNATURE		DATE	