



<b>POSITION TITLE</b>	<b>Project Manager, ICC</b>
<b>REPORTS TO</b>	Head of Primary Health & Commissioned Services
<b>DIRECT REPORTS</b>	Not applicable
<b>TEAM</b>	Primary Health & Commissioned Services
<b>LOCATION</b>	Longreach
<b>POSITION CLASSIFICATION</b>	Level 4
<b>RELEVANT AWARD &amp; CLASSIFICATION</b>	Above Award
<b>EMPLOYMENT STATUS &amp; HOURS</b>	Full time, 1.0 FTE, 76 hours per fortnight

## Primary Purpose

The Project Manager, Integrated Care and Commissioning (ICC) is responsible for overseeing a series of projects in the Longreach/RAPAD region under an Integrated Care and Commissioning (ICC) trial site. The primary purpose is to improve the delivery and access to aged care, disability supports and veterans' care services in the Longreach region.

## Role Functions

The Project Manager, Integrated Care and Commissioning (ICC) role is responsible for the following key functions within the WQPHN organisation:

- Identifying and introducing connections between current care coordinators/navigators in the region
- Establishing place-based communication strategies and products to uplift community knowledge of care
- Establishing research opportunities to enable joint commissioning for therapy services, particularly working with the NDIA on using Coordinated Funding Proposals

## 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.

## Key Responsibilities and Accountabilities

1. Lead implementation of multiple activities including development of strategies, preparing planning documentation, establishing and driving delivery of milestones, and monitoring and reporting on progress
2. Support, engage and collaborate with key stakeholders, to identify gaps and opportunities, achieve outcomes and facilitate cooperation
3. Drive and develop new opportunities in consultation with community and stakeholders through a co-design approach
4. Facilitate workshops and/or meetings with local stakeholders, identifying opportunities and projects that support the objectives of the Integrated Care and Commissioning project
5. Ensure compliance, identification and mitigation of risks to programs, stakeholders and other projects
6. Chair and/or attend the local Stakeholder Advisory Group – focused on providing advice on challenges, barriers and opportunities facing the sector while gathering and sharing cross-sector intelligence
7. Attend and contribute to regular Department of Health and Aged Care Regional Working Group meetings (including provision of support, information and action before and after meetings)

8. Contribute to a community of practice, sharing learnings with other trial sites as they come online
9. Work independently, including to resolve issues and deliver quality outcomes
10. Apply strong analytical, research and problem-solving skills
11. Draft high quality and concise advice briefs, presentations and reports for a range of audiences
12. Support co-design processes and capable to communicate effectively with Aboriginal and/or Torres Strait Islander peoples and service providers; and
13. Manage and respond quickly to competing priorities and emerging issues.
14. Provide a regular update on key achievements, challenges or potential risks and issues.
15. Undertake other such duties and training as may reasonably be required and which are consistent with the level of responsibility of this position.

## Minimum Qualifications and Competencies

1. Tertiary qualifications and/or extensive experience in aged care, primary healthcare, nursing, allied health, or health management equivalent or greater than 2 years.
2. Demonstrated knowledge and understanding of the primary health care sector, particularly healthy ageing and aged care needs of regional, remote and rural communities including Aboriginal & Torres Strait Islander Peoples.
3. Experience in digital health platforms including clinical data collection, collation and analysis.
4. Understanding of funding agreements and the ability to prepare business communications and reports that reflect and support the requirements.
5. Ability to work with minimal supervision, manage conflicting deadlines and demonstrate effective problem-solving and negotiation skills.
6. Highly developed interpersonal communication skills to build and maintain relationships with the ability to respectfully engage a range of communities and community leaders.
7. Competency in Microsoft Office (including SharePoint) and other office productivity tools, with aptitude to learn new software and systems.
8. Hold a current driver's licence, unrestricted for work purposes.

## Key Performance Measures

1. Demonstrate and model the WQPHN values.
2. Develop and maintain positive relationships and networks through considered and respectful communications.
3. Manage the program effectively by meeting funding, contractual and legislative obligations with quality work outputs that exhibit creativity and forward-thinking.
4. Deliver against allocated WQPHN strategic objectives, business plan and PPQF, reflecting the Health Needs Assessment and DoHAC deliverables.
5. Coordinate training and development services, achieving planned outcomes and integrating services to meet complex social, wellbeing, and mental health needs.
6. Exhibit high attention to detail to ensure organisational risk is mitigated through effective annual work planning, procurement processes, evaluation processes, and service sustainability.
7. Meet 100% completion of mandatory and organisational training priorities.



## Key Relationships

### Internal

- Senior Management Team
- 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

<b>EMPLOYEE NAME</b>			
<b>EMPLOYEE SIGNATURE</b>		<b>DATE</b>	