

# Position Description

<b>Name</b>	
<b>Position Title</b>	Primary Health Care Solutions – Project Officer
<b>Direct Manager Role</b>	Primary Health Care Solutions – Program Manager
<b>Direct Reports</b>	N/A
<b>Full-time Equivalent (FTE)</b>	0.5 Part Time – Fixed Term Contract (18 months)
<b>PD Date</b>	October 2023
<b>Financial Delegation</b>	As agreed with the General Manager

## Who are we?

The Australian Primary Health Care Nurses Association (APNA) is the peak professional body for nurses working in primary health care. APNA champions the role of primary health care nurses; to advance professional recognition, ensure workforce sustainability, nurture leadership in health, and optimise the role of nurses in person-centred care

## Purpose of the role:

To support the development and implementation of a new model of team-based care by enhancing the capability of primary health care nurses and their teams to improve health outcomes and prevent hospitalisations. Under the direction of the Program Manager, you will support day-to-day project delivery by coordinating resourcing requirements and supporting the project team. This project will implement strategies in accordance with the approved program funding and activity schedule, aligned with APNA’s advocacy priorities to build the capability and capacity of nurses who work in primary health care.

## Our Values

### Better Together

We are passionate and collaborative, fostering an environment where diversity is valued, and all voices are heard.

### Positive Disruptor

We are community-minded champions of change, innately curious and always open to innovation and ideas of the future.

### Pursue Excellence

We are evidence-based in our approach and hold our stakeholders and each other accountable as we strive for the highest standards of excellence.

Our values are important in inspiring our work, informing our decision-making, giving us a clear identity and personality, and deciding both *what* we want to do, and *how* we want to do it.

## Key Responsibilities:

- Regularly communicate and work with the Program Manager and project team members to meet the project activity plan, timelines, and key milestones to ensure the timely delivery of the program and support to APNA's organisational purpose.
- Collaborate and consult with external organisational teams, subject matter experts and other stakeholders to achieve project aims and outcomes.
- Assist with recruitment of project participants for consultation.
- Organise venue, catering, remuneration for participation (where relevant), agenda and communications as needed to support engagement and consultations.
- Support engagement with the sector by listening to understand the perspective and concerns of all stakeholders. Triage concerns for management by the Program Manager.
- Support nurse participants in APNA's programs and initiatives through project and administrative support as directed as directed by the Program Manager.
- Assist with Quality Improvement and Data Collection Frameworks - Support the management of feedback and data collection to support evaluation processes E.g. dissemination of survey instruments as required and support the collation of these for analysis.
- Provide a broad range of administrative support for the project team, including support with external stakeholder engagement and communications.
- Provide reports to the Program Manager as required.
- Liaise with other APNA teams as required.
- Comply with APNA's policies and procedures.
- A person in this role may be directed to undertake tasks not included here, but which might reasonably be within their skills, knowledge, or experience.

## Skills and Knowledge Required:

### Essential skills

- **Written communication:** prepares and contributes to clear, concise and grammatically correct written communications in consultation with the broader team.
- **Information technology:** proficient in use of and / or willing to become proficient in use of information technology and software including MS Office suite.
- **Data analytics:** Willing to learn new software, platforms and systems of data collection and move towards constructing basic charts and recognise patterns or outliers.

### Personal attributes and skills

- **Authenticity:** Approaches all work with a genuine desire to improve working relations and successfully achieve project outcomes.
- **Verbal communication:** Clearly explains information and listens to feedback. Speaks clearly and concisely. Uses a polite and considerate manner when dealing with others.
- **Organising and planning:** Develops and implements systems and procedures to guide the work of self, identifies priority tasks.
- **Organisational awareness:** Recognises the formal structure or hierarchy of an organisation and its policies and procedures.
- **Teamwork:** Cooperates and works well with others. Collaborates and shares information. Accommodates and works well with the different working styles of others.

- **Flexibility:** Adaptable, open to new ideas, accepts changed priorities without undue discomfort.
- **Professionalism:** Upholds and promotes standards of excellence in the workplace. Understands and adheres to workplace etiquette and able to express emotions appropriately.

## *Qualifications and Experience*

### **Essential qualifications and experience**

- 2+ years project officer experience
- A broad understanding of the primary health care environment
- Excellent oral and written communication
- Ability to work with multiple stakeholders and prioritise competing tasks
- Microsoft Office applications (Word, Outlook, PowerPoint, Excel)