

Program Officer – Mental Health and Alcohol and Other Drugs (MHAOD)

Cairns, Townsville, Mackay

About us

Northern Queensland Primary Health Network (NQPHN) is one of 31 regionalised and independent PHNs established nationally by the Commonwealth Department of Health to provide local communities with better access to improved primary healthcare services.

The NQPHN region extends from St Lawrence in the south coast, up to the Torres Strait in the north, and west to Croydon and Kowanyama.

NQPHN aims to improve health outcomes for all residents by supporting, investing in, and working collaboratively with local Hospital and Health Services, the primary healthcare sector, local government areas (LGAs), other health organisations, and the wider community.

Find out more about NQPHN at www.nqphn.com.au

The role

The Program Officer will be responsible for supporting the delivery of Mental Health and Alcohol and Other Drugs (MHAOD) activities and initiatives being undertaken by the MHAOD team.

The key responsibilities of this role include, but are not limited to:

- Contribute to the commissioning of MHAOD services across northern Queensland through the provision of support and collaboration to the team, utilising an understanding of the Department of Health Commissioning Cycle.
- Support the management and performance of commissioning contracts through provision of delegated contract management tasks including:
 - review of performance reports
 - review and processing of invoices and other contract documentation
 - support the coordination and documentation of contract related meetings.
- Support the commissioning of MHAOD services across northern Queensland through provision of delegated planning and design tasks.
- Undertake administrative tasks such as production and distribution of correspondence, minutes, reports and/or presentations as delegated.
- Facilitating strong stakeholder relationships with MHAOD providers, as well as governing agencies and other key contacts.



NQPHN acknowledges the Aboriginal and Torres Strait Islander peoples as Australia's First Nation Peoples and the Traditional Custodians of this land. We respect their continued connection to land and sea, country, kin, and community. We also pay our respect to their Elders past, present, and emerging as the custodians of knowledge and lore.




- Supporting relationships with relevant peak bodies to ensure collaboration in the delivery of new models of care for transition into practice.
- Contributing to monitoring and evaluating the delivery of the range of MHAOD and suicide prevention programs
- Supporting the needs assessment, planning, and service development in relation to MHAOD program areas.
- Support the collaboration across all NQPHN teams to ensure the programs delivered are in line with the organisation strategic and operational requirements.
- Support the team in ensuring the agreed performance outcomes for the programs across all commissioning portfolios are delivered, monitored, and reported in line with recommended frameworks and guidelines.
- Support and collaborate within the team to ensure an integrated approach to commissioning.
- Other duties as directed by the MHAOD leadership team and manager.

Key selection criteria

- Degree qualifications in a health-related discipline and two years' experience in a similar role, or a VET qualification, and/or a minimum of three years' MHAOD or Suicide prevention experience.
- Demonstrated understanding of opportunities and challenges for the MHAOD sector in the North Queensland region.
- Understanding of health commissioning processes, health service design, and delivery in a community environment.
- Demonstrated knowledge and experience in supporting MHAOD service development, program implementation, monitoring, and evaluation.
- Significant knowledge to support cohesive networking and stakeholder engagement in the MHAOD sector across the NQPHN region.
- Attention to detail and advanced written and verbal communication skills with experience in producing plans and reports.
- Demonstrated strong organisational and project management skills with an ability to manage competing timelines and prioritise deliverables.
- Demonstrated interpersonal, communication (oral and written), engagement, and negotiation skills.
- Ability to work independently and effectively within a diverse team and collaborate with other internal portfolios.
- Demonstrated ability to work with diverse communities including Aboriginals, Torres Strait Islanders, and Australian South Sea Islanders in our region.

If you are looking for the opportunity to be part of a passionate and driven team and contribute to achieving our mission of 'Northern Queenslanders live happier, healthier, longer lives,' we'd love to hear from you.

NQPHN aims to be an employer of choice for Indigenous Australians, and we encourage Aboriginal and Torres Strait Islander people to apply for this role.



For further information on this position and to view the position description, please visit our website:
bit.ly/nqphn-vacancies

Your application should include:

- Cover letter including response to the Key Selection Criteria (no more than two pages).
- Your resume.

To submit an application for this position, please send your application to recruitment@nqphn.com.au

Applications close Monday 31 July 2023 at 5pm.