

Project Officer – GP Workforce Planning and Prioritisation

Cairns, Townsville, or 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 and Aged Care 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

This position will support and understand the workforce needs and training capacity of general practice and general practitioner (GP) registrars in the NQPHN region as part of the delivery of the General Practice Workforce Planning and Prioritisation (GP WPP) Program.

The GP WPP activity will deliver robust, independent, evidence-based advice to the Department of Health and Aged Care (the Department) and GP colleges to inform Australian General Practice Training (AGPT) training placement priorities at the GP catchment level. This will support the delivery of a GP workforce that meets current and future GP workforce needs and addresses workforce shortages. GP WPP analysis will inform distribution targets set by the Department and will assist the GP colleges in placement decisions and training capacity planning.

- Establish and maintain productive working relationships with general practices, GPs, practice managers, and Aboriginal Community Controlled Health Organisations (ACCHOs) to inform WPP activities.
- Identify, establish, and maintain positive working relationships with key stakeholders in the GP WPP Program within the NQPHN region and consult with local stakeholders for the purpose of understanding workforce needs and training capacity.
- Develop the workforce needs reports and training capacity reports, including evidence-based recommendations, as part of the WPP Program for the NQPHN region and plan and coordinate twice-yearly community consultation and surveys with general practice teams, GP registrars and GPs in North Queensland to seek feedback on local WPP recommendations.



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.



- Work collaboratively with the GP Advisor and liaise with existing registrars in the catchment to determine the suitability of training placements, opportunities for gaining advanced skills, and other issues that may affect trainee wellbeing.
- Attend and support network events to gather insights from local GPs and GP registrars.
- Liaise and collaborate with all internal team members to provide local intelligence that informs GP training needs and capacity, including all generalist scope and regional pathway opportunities.
- Represent the organisation on relevant committees, advisory groups, and events on a local, state-wide, and national level as they relate to the role and organisational objectives.
- Stay informed on the details and requirements of the AGPT program and other GP training pathways.
- Other duties as directed by the manager.


Key selection criteria

- Experience in supporting the development, implementation, and evaluation of projects and programs.
- Completion of, or willingness to complete, training in project management and stakeholder engagement.
- Demonstrated ability to develop rapport and build relationships with internal and external stakeholders.
- Demonstrated interpersonal, communication (verbal and written), and negotiation skills.
- Demonstrated ability to provide a high level of secretarial support to working groups and/or committees.
- Demonstrated skills in time management and prioritisation; ability to meet deadlines in a high demand work environment.
- Demonstrated skills in dealing with confidential and sensitive information in a professional manner.
- High-level skills and experience in utilising the Microsoft Suite including Microsoft Word, Outlook, Excel, PowerPoint, Teams, and SharePoint.

Benefits

- Ongoing training and development opportunities on offer.
- Annual leave loading of 17.5%.
- Flexible work arrangements – work from home for up to two days per week.
- Employee Assistance Program (this is also available for immediate family members).
- Generous salary sacrifice benefits.

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 First Nations peoples 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 Friday 25 August 2023 at 5pm.