

Senior Contracts Performance Officer – NQ Health Priorities

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

The Senior Contracts and Performance Officer – NQ Health Priorities has responsibility for the management, administration, and performance of Commissioning contracts. This role plays a key part in the Commissioning cycle and requires active collaboration across all Commissioning functions to be successful.

This includes:

- Providing operational support across the Commissioning portfolios to ensure the effective management, administration, and performance of contracts.
- Working in collaboration with other NQPHN functions in the design, management, monitoring and evaluation of contracts to ensure services are delivered effectively to improve outcomes and meet local needs.


The successful candidate will possess:

- tertiary qualifications in a health related or human services discipline and three years' experience in a similar role within a medium to large health service
- demonstrated understanding of health commissioning processes, health service design, and delivery in a community environment
- demonstrated ability to provide comprehensive support to the administration, management, and performance of contracts



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.



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- demonstrated ability to develop rapport and build relationships with internal and external stakeholders
 - demonstrated ability to prioritise and meet deadlines in a high demand work environment
 - highly developed interpersonal, communication, influencing, partnering, negotiation, and conflict resolution skills, particularly in relation to community and stakeholder engagement within the health sector
 - demonstrate skills in dealing with confidential and sensitive information in a professional manner
 - self-sufficiency in the use of information technology; Microsoft Office Suite (e.g. Word, Excel, PowerPoint).

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 Friday 18 November 2022 at 5pm.