

Senior Service Planning and Design Officer – Mental Health and Alcohol and Other Drugs (AOD)

Townsville, Mackay, or Cairns

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 Moranbah in the south, 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 Service Planning and Design Officer – Mental Health and AOD has responsibility for ensuring commissioned health services are tailored, comprehensive, and applicable to the needs of its users by planning and designing programs and projects that are effective and in alignment with NQPHN's strategic objectives.

This includes:

- providing operational support across the Commissioning portfolios to ensure planning and design initiatives are effective and achieve key strategy and operational outcomes
- working in collaboration with other NQPHN functions to best inform Commissioning planning and the design of health services.


The successful candidate will have:

- a relevant tertiary qualification and three years' experience in the planning and design of health programs or similar
- demonstrated understanding of health commissioning processes, health service design, and delivery in a community environment
- demonstrated ability to provide comprehensive support to the development and implementation of program operations
- demonstrated ability to develop rapport and build relationships with internal and external stakeholders



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 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
 - demonstrated skills in dealing with confidential and sensitive information in a professional manner
 - self-sufficient in the use of information technology – Microsoft Office suite (e.g. Word, Excel, and 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/or 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 (not exceeding two pages).
- 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 7 October 2022 at 5pm.