

## Practice Support and Stakeholder Program Officer – Workforce Planning and Prioritisation

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### 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 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](http://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 Australian General Practice Training (AGPT) Program is a postgraduate vocational training program for medical practitioners wishing to pursue a career in general practice in Australia. The AGPT Program is a three to four-year training program that offers 1,500 commencing training places each year. Selection into the AGPT Program is a competitive merit-based process.

As of 1 February 2023, program governance for the administration of the AGPT program is the responsibility of the GP colleges; the Royal Australian College of General Practitioners (RACGP) RACGP and the Australian College of Rural and Remote Medicine (ACRRM). The transition of the AGPT program to a college-led model will streamline pathways for GP registrars to deliver a general practice workforce that meets community needs. When a GP registrar has successfully completed their training under the AGPT program, they become a 'fellow' of one or both colleges and are registered as a specialist general practitioner with the Medical Board of Australia.

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 AGPT training placement priorities at the GP catchment level. This will support the delivery of a GP workforce to meet current and future GP workforce needs and address 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.



*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.*






## Role-specific

- Establish and maintain productive working relationships with general practices, GPs, practice managers, and Aboriginal Community Controlled Health Organisations (ACCHOs) to inform GP 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 GP WPP program for the NQPHN region. Plan and coordinate twice-yearly community consultation and surveys with general practice teams, registrars, and GPs in the region to seek feedback on local GP WPP recommendations.
- Working collaboratively with the GP advisor and liaise with existing registrars in the catchment to determine suitability of the 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 registrars.
- Liaise and collaborate with all internal team members to provide local intelligence to inform GP training needs and capacity, including all generalist scope and regional pathway opportunities.
- Represent the organisation on relevant committees, advisory groups, and at 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

- Tertiary qualifications or relevant experience in health, business, communications, or a related field.
- Proven track record in customer service and stakeholder engagement, including the ability to build relationships, foster networks, and support partnerships with internal and external stakeholders including general practitioners, practice managers, Hospital and Health Services, and Aboriginal Community Controlled Health Organisations (ACCHOs).
- Strong interpersonal skills with the ability to build and maintain productive relationships and foster networks and linkages.
- Strong understanding of the health system including Primary Health Networks (PHNs) and their purpose.
- Experience in facilitation and/or delivery of training and information to individuals and/or small groups.
- 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.

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- Well-developed analytical and problem-solving skills including interpretation of relevant data reports and the ability to undertake analysis of stakeholder feedback.
  - Ability to work independently and effectively within a diverse team and collaborate with other internal portfolios.
  - Relevant and current knowledge of requirements of AGPT, RACGP Vocational Training Standards, ACRRM Training Standards for Supervisors and Training Posts, National Terms and Conditions for the Employment of Registrars (NTCER) (highly desirable).

## Other requirements

- Current Drivers Licence.
- Provide a National Police Check less than three months old.
- Be able to meet the requirements of a Working with Children (Blue Card) Queensland (if required).

**This is a part time role (0.8 FTE) and will commence as soon as possible.**

## Benefits

- Ongoing training and development opportunities on offer.
- Annual leave loading of 17.5%.
- Opportunity for flexible work arrangements.
- Employee Assistance Program – 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 Aboriginal and Torres Strait Islander people to apply for this role.**

## Your application should include:

- cover letter with 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](mailto:recruitment@nqphn.com.au)

Applications close Monday 12 June 2023 at 5pm.