

CAPITAL HEALTH NETWORK

POSITION DESCRIPTION

Position title	Palliative Care Project Officer
Business unit	Health System Improvement, Palliative Care Planning
Classification	Level 4
Accountability	Program Manager, Palliative Care Planning
<p>About Capital Health Network</p> <p>As the ACT's Primary Health Network (PHN), Capital Health Network (CHN) aims to integrate health care in the ACT region, promote health equity and improve health outcomes. We address community needs by collaborating with consumers, funding organisations, health professionals, community partners and other key stakeholders to improve health outcomes. We are unique in our ability to support general practice and more broadly, to design services that fill gaps and deliver lasting improvements to the value and quality of ACT health services.</p> <p>Capital Health Network values and Competency Framework</p> <p>Respect: We engage respectfully, listen and respond.</p> <p>Inclusion: We embrace diversity of thought and bring together a range of voices to inform our work.</p> <p>Collaboration: We build and invest in strong and enduring relationships, focused on shared goals.</p> <p>Accountability: We act with integrity, are transparent, encourage feedback and report back to our community.</p> <p>Adaptability: We are adaptive and flexible in the way we respond to community health needs. We empower our staff, service providers and partners to innovate and adapt to deliver outcomes.</p> <p>All employees are required to meet CHN's seven competencies at a level appropriate to their role. To articulate organisational expectations in relation to the values and the competencies expected of all employees a Competency Framework has been developed. The framework identifies and describes seven basic competencies that all employees need to have to function effectively in their role at CHN.</p>	
Responsibilities	
Primary purpose of position	The Project Officer supports the implementation and delivery of the Greater Choice for At Home Palliative Care Program (GCfAHPCP), aimed at improving access to and coordination of palliative care services at home or in community settings. This role contributes to enhancing the quality, integration and person-centred nature of end-of-life care, in line with national palliative care priorities and local population needs.
Duties	<ol style="list-style-type: none"> 1. Produce and contribute to reports, project artifacts, presentations, meeting documentation and other materials for planning, design and implementation of the program, as required. 2. Build and maintain productive relationships with key stakeholders including general practices, palliative care providers, residential aged care facilities, consumers and carers. 3. Coordinate and support stakeholder meetings, workshops and consultations. 4. Monitor performance indicators and collect data to inform continuous improvement. 5. Assist in preparing internal and external reports, including reports to the Department of Health, Disability and Ageing. 6. Support evaluation activities and contribute to identifying enablers and barriers to program success. 7. Work collaboratively to improve coordination across health, aged care and community services. 8. Promote the use of advance care planning and shared care arrangements. 9. Develop communication materials and contribute to stakeholder newsletters, case studies and success stories.

	<p>10. Support and facilitate education and awareness activities targeted at both primary care providers, service providers and community members.</p> <p>11. Provide administrative support across a range of projects within the Health System Improvement business unit focusing on palliative care, older persons, primary care and quality improvement activities.</p> <p>12. Other duties, as required.</p>
Competencies	
Role Competencies	<p>Qualifications:</p> <p>Tertiary qualifications in health, social sciences, public health, project management or related field.</p> <p>4 years' work related experience or an equivalent combination of extensive experience and training in the area of expertise.</p>
	<p>Technical/specialist skills:</p> <ol style="list-style-type: none"> 1. Excellent project coordination skills with the ability to manage multiple tasks and timelines. 2. Demonstrated understanding of health program funding and reporting requirements, with experience in tracking and reporting on key performance indicators to support service delivery and continuous improvement. 3. Strong interpersonal and written communication skills. 4. Proven ability to build stakeholder relationships and work collaboratively across sectors. 5. Understanding of palliative care principles, service delivery models or end-of-life care systems.
	<p>Experience and knowledge:</p> <ol style="list-style-type: none"> 1. Demonstrated experience in delivering health-related projects or programs, ideally within primary health, community or aged care. 2. Demonstrated understanding of issues impacting palliative care delivery in the ACT context, with ability to translate this knowledge into the development and coordination of activities across the broader health landscape. 3. Ability to be proactive, show initiative, demonstrate self-awareness and adaptability and contribute effectively in a collaborative work environment.
CHN Competencies	<i>Strategic thinking:</i> We use our foresight and environmental awareness to add value.
	<i>Resourcefulness:</i> We generate evidence-based solutions.
	<i>Relationship Management:</i> We invest in strengthening internal and external relationships.
	<i>Data Literacy:</i> We navigate data systems and protect data assets.
	<i>Cultural competence:</i> We understand, appreciate and cooperate with all cultures and beliefs.
	<i>Embracing ambiguity:</i> We rise to the challenge of uncertainty and the unknown.
	<i>Leading:</i> We each play a leadership role.