

CAPITAL HEALTH NETWORK

POSITION DESCRIPTION

Position description	
Position title	Allied Health Project Officer
Business unit	Primary Care Integration
Classification	Level 4
Accountability	Senior Manager Primary Care Integration
About Capital Health Network 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. Capital Health Network values and Competency Framework Respect: We engage respectfully, listen and respond Inclusion: We embrace diversity of thought and bring together a range of voices to inform our work Collaboration: We build and invest in strong and enduring relationships, focused on shared goals. Accountability: we act with integrity, are transparent, encourage feedback, and report back to our community 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. 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.	
Responsibilities	
Primary Purpose	The Allied Health Project Officer supports effective engagement with the allied health sector in the ACT. The Project Officer role provides leadership, coordination, advocacy, education and development of allied health partnerships to support implementation of data driven, integrated value-based models of care in primary care and to improve integration of the allied health sector within primary care. Working under relevant strategic frameworks, including the Strengthening Medicare Taskforce Report and the National PHN Allied Health in Primary Care Engagement Framework , the Project Officer assists in strengthening our engagement with the allied health sector within the ACT.
Duties	1. Support the development and implementation of allied health engagement and communication activities in collaboration with internal and external stakeholders. 2. Assist in gathering information about allied health within the ACT and apply research and evaluation skills to identify opportunities and gaps to generate insights that support the role's objectives. 3. Support the coordination of joint education and training for allied health practitioners, general practitioners and other healthcare providers to promote prevention, early intervention, multidisciplinary care and commitment to improved health outcomes. 4. Contribute to facilitation, information sharing, collaboration and engagement with relevant forums, reference groups and stakeholders across allied health including interstate networks where appropriate. 5. Promote and support allied health professionals in using digital health tools in

	line with the National Allied Health Digital Uplift Plan and other national digital health strategies and frameworks. - Support the development of resources and other documents including project documentation, standard operating procedures, plans and frameworks, and maintain records through CHN's CRM system to support monitoring of activities and stakeholder engagement. - Coordinate projects across initiation, implementation and completion stages by following CHN processes and ensuring project milestones and deliverables are met. - Work collaboratively with the Quality Improvement team and other Business Units within CHN.
Competencies	
Role Competencies	Qualifications: - Minimum of Certificate IV in health, project management or related discipline with at least 4 years of relevant experience in the field, or an equivalent combination of extensive experience and training in expertise relevant to this position. - Qualifications in Allied Health is desirable but not essential. Technical/specialist skills: - Demonstrated skills in the ability to be well organised, successfully multi-task and manage deadlines. - Demonstrated knowledge of stakeholder management. - Excellent project coordination skills with the ability to manage program deliverables within agreed timeframe and budget. - Demonstrated knowledge of applied research and evaluation. - Demonstrated analytical skills, high-level verbal and written communication skills. - Demonstrated high-level computer skills. - Ability to show initiative and collaborate effectively with multiple teams and stakeholders Experience and knowledge: - Demonstrated knowledge of both allied health and general practice environments and their integration. - Demonstrated knowledge of key policy developments in allied health and broader primary care. - Demonstrated knowledge and application of the National PHN Allied Health in Primary Care Engagement Framework - Demonstrated knowledge and application of the Strengthening Medicare Taskforce Report.
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.

