

# PHPN Administration Program Officer

## POSITION DESCRIPTION



### Key responsibilities

The role of the Pilbara Health Professionals Network (PHPN) Program Officer is to actively participate in the development, implementation and coordination of the PHPN, and support the delivery of the PHPN Collaborative key objectives.

Located in the Pilbara, the PHPN Program Officer will be employed by Rural Health West and actively contribute to the development of a culture consistent with the values of Rural Health West to ensure the provision of well-governed and consumer-focused regional services.

### Position relationships

The applicant will work as the PHPN Program Officer as a member of the Rural Health West Education and Engagement team. The PHPN Program Officer reports to the Health Professionals Networks Team Leader and will be responsible to the General Manager Education and Engagement.

### Statement of duties

#### Collaborative coordination

- Foster collaboration between local health organisations, health education providers and health professionals.
- Grow the membership of the PHPN through promotion and consultations with regional health professionals.
- Facilitate study group opportunities to encourage networking and information sharing amongst local disciplines, in a supportive environment.
- Provide recommendations and advice to the PHPN Steering Committee in relation to content of continuing professional development opportunities with the aim of delivering dynamic and appropriate programs.
- Maintain the PHPN website and social media platforms to ensure content and data is relevant, at all times.
- Research appropriate and current clinical content and resources to share with members through the PHPN website and networks.

## **Stakeholder support**

- Enhance existing inter-agency relationships with funding partners of the PHPN Collaborative.
- Broker new cross-region and sector alliances, initiatives and partnerships including research and Collective Impact projects.
- Collaborate with stakeholders to share information, educational opportunities and funding resources.
- Act as the Secretariat for the PHPN Collaborative committee meetings.

## **Project management**

- Coordinate professional development activities and events requested by the PHPN Collaborative, including social/networking events, educational dinners, workshops and forums for regional health professionals.
- Explore new and innovative methods of delivering professional development opportunities with the aim of increasing accessibility, effectiveness and efficiency to all rural and remote health professionals in the Pilbara region.

## **General**

- Provide a professional image at all times.
- Perform other duties as required.

## **Selection criteria**

### **To be successful in this role, you will need:**

- Project/event management experience.
- Proven ability to work autonomously without supervision and constant interaction.
- Strong administrative skills including strong written and verbal communication skills.
- Well-developed organisational skills and ability to set priorities and meet deadlines.
- Develop and maintain professional networks and stakeholder relationships in the Pilbara region.

### **Desirable**

- Marketing experience.
- Well-developed professional health networks within the Pilbara region.
- Knowledge and understanding of rural and remote service issues in Western Australia.
- Understanding of healthcare systems, and clinical care structures and processes in the Pilbara region.

## **Appointment factors**

- Some after-hours work is required.
- Regional travel is required.
- Some intrastate travel is required.

## Rural Health West values

### Living our values

At Rural Health West we have four values that define how we complete business and work with each other and our customers every day. To ensure that we are staying true to these values, we have described and agreed the behaviours that we expect staff to display every day.

### **Community – we work hard to ensure rural communities have access to quality health services**

- We provide solutions and services that support and enable the communities we serve.
- We identify relationships and proactively work on building and nurturing them.
- We respect and value difference and appreciate the views and beliefs of others.
- We foster a culture in which people feel safe to discuss their views and opinions in a constructive manner.

### **Integrity – we do the right thing, always**

- We are consistent in all that we do.
- We complete all interactions with professionalism and respect.
- We listen, ask questions and make informed decisions.

### **Innovation – we embrace change and strive for improvement**

- We seek new opportunities and alternate solutions to achieve our vision.
- We are aware of and adapt to current events and trends that impact our sector and community.

### **Accountability – we value the trust placed in us by our customers, our partners and our funders**

- We embrace our vision, mission, objectives and values.
- We take full accountability for our development and always look for ways to improve our performance.
- We are proactive, individually and as a team, to deliver business results.
- We are risk aware and follow required policies and procedures.