

Position Description



Position title	Medical Director, Southern NSW
Responsible to	Chief Executive Officer
Responsible for	Associate Director, Primary Care Development
Location	Fyshwick or Moruya
Salary range	Competitive base salary plus superannuation and salary packaging benefits
Conditions	National Employment Standards Employment Contract Company policies and procedures Flexible work practices
Remuneration and benefits	Base salary plus superannuation at statutory rate Salary packaging in line with Registered Health Promotion Charity status Professional development opportunities
Probity checks	Reference checks National Criminal Record Check Qualifications/Certifications required for the position Professional registrations and memberships as required for the position
Level of delegation	As outlined in Delegations Policy
Acknowledgement of Country	COORDINARE South Eastern NSW PHN, acknowledges the Traditional Owners and Custodians of the lands across which we live and work. We pay our respects to Elders past, present and emerging, and acknowledge Aboriginal and Torres Strait Islander peoples' continuing connection – both physical and spiritual – to land, sea and sky.

About us

COORDINARE, as the South Eastern NSW Primary Health Network, is dedicated to fostering healthier communities.

We focus our efforts on those who face the biggest inequities. To do this, we collaborate with the community, general practices and other stakeholders to design solutions that make it easier for people to get the health care they need.

We will also use our knowledge and commissioning expertise to attract new funding partners to expand our impact.

Our purpose

To improve the health of communities in South Eastern NSW.

Our priorities

Our three objectives and key priorities are:

1. **Accessible care** – by improving access to services such as mental health, alcohol and other drugs, chronic conditions, after hours and urgent care- especially for priority groups.
2. **Systemised care** – by strengthening linkages between primary care and the broader health system. We support general practice and commission coordination and navigation services that guide individuals through their health care journey.
3. **An activated community** – by fostering health across the lifespan, addressing the social determinants of health, increasing prevention activities, and improving community resilience and social connectedness.

As a growing, innovative, and resilient organisation, we achieve our priorities through our strengths in:

- Consumer engagement
- Professional capacity
- Financial resilience
- Communications and influence
- Research and evidence
- Data and IT capability

Our values

- We build trusted and meaningful relationships
- We respect and include diverse voices
- We act with integrity
- We embrace change with purpose

Our processes

COORDINARE commissions services from our stakeholders, rather than providing services directly. Commissioning involves starting with understanding our communities' needs, identifying commissioning opportunities and then gauging the impact of our initiatives on the community.

COORDINARE uses population health data, and input from our two GP-led Clinical Councils, the Community Advisory Committees, the Aboriginal Health Councils, general practices, and through our strategic alliances with the Local Health Districts, to identify needs, set clear local priorities, and implement government initiatives.

Purpose

The Medical Director is responsible for utilising specialist clinical expertise while working effectively with primary care stakeholders to build regional capacity and primary health effectiveness by providing support to clinicians and service providers to be consumer-centred, accessible, equitable in the provision of safe and high quality, comprehensive and population orientated primary care.

The Medical Director is also a member of the Clinical Councils and supports the various GP leadership roles funded by the organisation such as GP Cluster Leaders, when required. The Clinical Councils have been established in each LHN area to provide advice to the Board and management on planning and priorities across the region; developing innovative solutions to address the needs of local communities; efficient commissioning of services; translating best practice into local delivery of primary care services.

The incumbent will work with staff to liaise with the CEO, Executive team, and the Board to ensure all strategic initiatives are in synergy with the overall strategic direction of the organisation.

General accountabilities

As members of the executive team, all Directors are expected to:

- Collaborate with the CEO and executive team to support informed Board decision-making and strategic planning.
- Contribute to the development and execution of integrated strategies that balance long-term goals with immediate operational needs.
- Provide timely, accurate advice and insights to the executive team to support effective planning and decision-making.
- Demonstrate values-based leadership to drive performance, engagement, and organisational development.
- Translate strategic direction into actionable operational plans and objectives.
- Build and maintain a high-performing team through effective leadership, development, and support.
- Foster strong internal stakeholder relationships and ensure clear, consistent communication across the organisation.
- Lead strategic risk management, ensure a safe and compliant workplace, and model integrity and self-leadership.

Key accountabilities

- Lead the development and implementation of a primary health engagement strategy aligned with organisational goals, ensuring evidence-informed, population-based initiatives.
- Foster strong, meaningful relationships with GPs and provide executive sponsorship to Clinical Councils and GP peer groups to support relevant and effective local clinical networks.
- Collaborate with Clinical Councils to identify and drive quality and system improvement opportunities across the region.
- Oversee the development, implementation, and regional uptake of HealthPathways to enhance clinical practice and care coordination.
- Promote contemporary approaches such as consumer-informed practice, self-management, health literacy, and digital health capacity building.
- Partner with Communications to design and execute strategic and operational plans tailored to diverse stakeholder needs.
- Guide the delivery and evaluation of targeted workforce development initiatives to strengthen the regional primary care workforce and foster a data quality mindset.
- Provide clinical governance expertise and represent the organisation in key forums, while delivering high-quality reports to support informed decision-making and continuous improvement.

Key relationships

- Internal – Board and its Committees, CEO, Executive and managers
- External – Social Service providers, Department of Health, and Aged Care, LHDs, associated health and social service providers, emergency response providers, relevant PHN networks, other state, and federal departments.

Key challenges

- Implementing Commonwealth reforms in the primary health care sector.
- Keeping up with and leveraging rapidly changing technological advances.
- Delivering organisational improvement and development with limited and ongoing resources constraints.
- Managing staff and stakeholder relationships across a large geographical area.

Key outcomes

Optimised primary health effectiveness through supported clinicians and service providers that are person-centred, accessible, equitable, providing safe and high quality, comprehensive and population orientated primary care.

Selection criteria

Area	Specific requirement
Qualifications	Professional Registration: Current registration as a medical practitioner with the Medical Board of Australia (AHPRA).
Registration and licensing	Australian Drivers Licence
COVID-19 vaccination compliance	It is recommended that COORDINARE employees have completed at least 2 doses of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA).
Knowledge and experience	<ol style="list-style-type: none"> 1. Current registration as a medical practitioner with recent, significant experience in general practice. 2. Strong understanding and application of clinical governance principles in strategic and operational contexts. 3. Senior-level operational management experience within complex health or social service environments. 4. In-depth knowledge of the primary care sector and the role of PHNs in the Australian healthcare system. 5. Demonstrated systems thinking and ability to drive quality and safety improvements in health systems. 6. Proven ability to build and sustain effective partnerships with key stakeholders. 7. Excellent interpersonal and communication skills to influence, collaborate, and deliver practical solutions. 8. Capacity to perform in fast-paced, complex environments with alignment to COORDINARE's values and purpose.

COORDINARE is an equal opportunity employer embracing diversity. We strongly encourage applications from Aboriginal and Torres Strait Islander people. We are sector leaders with excellent benefits, and a hybrid workplace in the beautiful SENSW region.

We support Hybrid Working, so it is expected on average 40% of your work time should be spent at a COORDINARE location to achieve the exemplary depth of relationships, connection, and collaboration as desired.

Successful applicants must have the right to work in Australia.

Successful applicants must have access to a comprehensively insured motor vehicle and a willingness to travel as part of this role, including overnight stays.

As the incumbent of this position, I confirm I have read the Position Description, understand its content, and agree to work in accordance with the requirements of the position.		
Employee's name:	Employee's Signature:	Date:
Supervisor's name:	Supervisor's Signature:	Date:

Please note if this PD is for a new role it will need to be reviewed and approved by the CEO.

Date	Version No.	Author	Approved by	Reason for update
April 2023	1	CEO		Newly created role
Jan 2024	2	CEO		Updates to reporting lines
May 2025	3			Updated due to recruitment - vacant role