

# Position Description



<b>Position title</b>	Health Planning Coordinator
<b>Responsible to</b>	Associate Director, Planning & Insights
<b>Responsible for</b>	Nil direct reports
<b>Location</b>	Wollongong, Nowra, Fyshwick or Moruya
<b>Salary range</b>	Band 3/Opening (\$101,470)
<b>Conditions</b>	National Employment Standards Employment Contract Company policies and procedures Flexible work practices
<b>Remuneration and benefits</b>	Base salary plus superannuation at statutory rate Salary packaging in line with Registered Health Promotion Charity status Professional development opportunities
<b>Probity checks</b>	Reference checks National Criminal Record Check Qualifications/Certifications required for the position Professional registrations and memberships as required for the position
<b>Level of delegation</b>	As outlined in Delegations Policy
<b>Acknowledgement of Country</b>	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 Health Planning Coordinator will support and assist the Associate Director, Planning & Insights with the implementation of all population health and performance monitoring functions of the organisation. Collation of qualitative and exploratory information; undertaking survey data collection as per good survey methodology; summarizing pre-existing quantitative reports and project management of key projects for the Planning & Insights team are the critical functions of the role. This role will work in close collaboration with other staff of the Planning and Insights Team to ensure a seamless delivery of health planning and health reporting functions to the organisation and its key stakeholders, under the guidance and direction of the Associate Director, Planning & Insights.

## Key accountabilities

Under the supervision and direction of Associate Director, Planning & Insights:

- coordinate and/or support the **collation and drafting of relevant plans and reports** primarily including the following but not limited to:
  - **Needs Assessment** to the Department of Health and its ongoing updates,

- **Performance monitoring** components of contracts and relevant program / service project plans.
- provide **project management** and business administrative support to certain delegated projects being led by the Planning & Insights team.
- facilitating the systematic **collection, analysis and summarising of qualitative data** such as stakeholder consultations, consumer consultation information among other resources. Ensuring that these are well-catalogued, in the current knowledge management system (Planning Journal) and are available for use in needs assessments and service planning initiatives.
- support and/or undertake **quality check audits and cleansing of data** obtained from commissioned services and engage appropriately with service providers to communicate and resolve data compliance issues. Ensure appropriate data governance principles are adhered to at all times.
- **utilise pre-existing quantitative and qualitative information** in the preparation of plans and reports and also support the Planning and Insights Team in the **development and synthesis of information summaries** (such as from existing information assets such as (but not limited to) COORDINARE's [Population Health Profile](#)), as directed.
- support and manage all survey data collections of the organisation including survey design, development, dissemination and reporting using COORDINARE's internal survey software, using **appropriate survey design methodology** with appropriate and consistent data and **information**.
- understand **COORDINARE's Performance Framework** and work with other staff to ensure plans/activities/contracts include measurable outputs and outcomes as **key performance metrics** and mandated / appropriate data capture and information reporting protocols.
- contribute to the **quality assurance** of all activities of the Strategy and Performance team and support ongoing quality improvement activities.
- support the routine **administrative and other workflows** of the team as directed / required.
- contribute to and participate in the continued development of a **data-informed and evidence-driven culture and working environment**.

### Key relationships

- Internal – Primary Care Development team, Planning and Insights team, Commissioning team, Executive and other administration staff.
- External – individual general practices partaking in the COORDINARE SPDS project and their practice staff, commissioned service providers, key external stakeholders and peak bodies relevant to understanding health needs and service gaps of the South Eastern NSW catchment.

### Key challenges

- Embedding a robust approach to data and information across the organisation.
- Proactively collating and summarizing stakeholder and community consultation information on an ongoing basis.
- Working with internal teams to ensure compliance with data and information related processes and best-practices.
- Communicating to a wide audience complex information in a clear, concise, and accessible form.
- Managing time and workload with competing priorities and variable deadlines.

### Key outcomes

- Population Health Needs Assessment and Population Health Information Snapshots amongst other summary reports are drafted in a succinct and informative manner incorporating inputs from relevant staff and stakeholders and are prepared for supervisor approval in a timely manner.
- Survey data collections are conducive to accurate analysis and generation of succinct insights.

- Consumer and other stakeholder consultation findings are collated and summarized in existing Planning Journal format and are accurate and useful to inform planning and commissioning decisions.
- Internal reports and evaluation documents are summarised and synthesised to inform planning and commissioning decisions.

## Selection criteria

Area	Specific requirement
Qualifications	Tertiary level in a related field; or equivalent relevant experience.
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"> <li>1. Relevant experience and/or qualifications in health management or public health or equivalent.</li> <li>2. Demonstrated ability and experience in document writing and drafting succinct reports and summary papers from wide variety of information snapshots and documents especially from health system performance information.</li> <li>3. Previous experience and strong background in project management and ability to coordinate tasks, manage time wisely and adhere to instructions / supervision / guidelines.</li> <li>4. Experience and demonstrable ability in survey methodologies and qualitative data collection.</li> <li>5. Demonstrated ability and experience with clear documentation of procedures and workflows, summarizing detailed information and KPI driven performance reporting.</li> <li>6. Demonstrated ability to draft concise and meaningful summaries of qualitative and quantitative information for executive review and consideration.</li> <li>7. Ability to thrive and deliver quality results in a time constrained, fast paced, and complex operating environment while strictly adhering direction from supervisor.</li> </ol>

*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:

Employees 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
May 2021	1	Manager Planning and Insights	CEO	New
March 2024	2	Manager Planning and Insights	Director, Strategy and Performance	Revised for recruitment
Aug 2025	3	Associate Director Planning and Insights	Director, Strategy and Performance	Revised for recruitment