

# Position Description



<b>Position title</b>	Project Coordinator, Healthy Ageing
<b>Responsible to</b>	Manager, Healthy Ageing
<b>Responsible for</b>	Nil direct reports
<b>Location</b>	Fyshwick or Moruya
<b>Salary range</b>	Band 3/Opening (Pro-rata for part time)
<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 GP-led Clinical Councils, Community Advisory Committees, 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

This role supports and contributes to activities of aged care sector development and reform to ensure that, wherever they live, older people receive quality and appropriate medical care that improves their quality of life and increases opportunities for improved health and well-being outcomes. With a focus on South Eastern NSW for a range of projects that enhance capacity to deliver effective medical and allied health support to older people living in Residential Aged Care Homes and the community. The position is responsible for engaging key aged care sector networks and providers, primary care and allied health care professionals to develop relationships that build capacity across the aged care sector in South Eastern NSW.

## Key accountabilities

Reporting to the Manager, Healthy Ageing, the Project Coordinator, Healthy Ageing undertakes a range of project-based tasks and activities. Including but not limited to:

- Facilitating consultation and co design processes with key stakeholders to inform implementation of system reforms regarding access to primary and allied health care across aged care in South Eastern NSW. Stakeholders include, residents of aged care homes, their families and carers, community and residential

aged care service providers, pharmacists, allied health staff, including those in private business/practice, and staff from relevant government departments and Local Health Districts.

- Identifying emerging needs and suitable responses for older people in residential aged care and the community that will contribute to preventing unnecessary hospital admissions and increase access to timely, quality and appropriate medical care.
- Promoting collaboration, partnerships, and innovation, aligned with best practice, that increases the capacity of community, healthcare and residential aged care sectors to meet the needs of older people particularly as they relate to the implementation of the recommendations from the Royal Commission into Aged Care Quality and Safety.
- Facilitating regular communication and engagement with and between residential aged care home providers, to support their ability to provide quality medical care to residents, and to support key project performance outcomes being met.
- Assisting with capacity building activities and resources that will support providers in clinical decision making, referral and access to timely and quality care, including in the after-hours period.
- Ensuring community and consumer engagement, feedback and experiences are incorporated into planning, program implementation, and reflected in provider services and outcomes.
- Support the planning, approval, contracting, procurement and evaluation process for funded initiatives.
- Prepare and contribute to team program planning activities and program activity performance reports as required.

### Key challenges

- Working in a dynamic and complex environment where there are competing demands, tight deadlines, and limited resources.
- Determining appropriate action to be taken when responding to issues raised by internal and external stakeholders is important.

### Key outcomes

- Improved access of older people in South Eastern NSW to timely, quality medical and allied health care.
- Effective relationships with internal and external stakeholders are established and maintained.
- Collaboration and innovation within scope of role identified and implemented.

### 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

1. Tertiary qualification in health, public policy, social sciences, community development or equivalent experience.
2. Demonstrated understanding of the needs and circumstances of older people, combined with demonstrated experience and strong understanding of the aged care sector.
3. Very strong verbal and written communication skills with demonstrated success in communicating complex information with a range of stakeholders.
4. Demonstrated ability to work cross-culturally and draw insights from community and lived experience to apply to practice, policy, and system design.
5. Strong organisational skills, with demonstrated capacity to manage a complex workload, with competing priorities and tight deadlines.
6. Positive and proactive attitude, with a demonstrated capacity to develop and implement solutions in a complex and challenging context.

*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
June 2025	1	Manager, Healthy Ageing		New Position