



Mackay Division of General Practice Ltd

43 Evans Avenue, Mackay Qld 4740

Tel: 4953 4491 Fax: 4953 4681

Email: admin@mackaydgp.com.au

Website: www.mackaydgp.com.au

ABN 21 062 930 385

POSITION DESCRIPTION

1.0 Position Overview

- | | | |
|-----|-----------------|---|
| 1.1 | Position Title: | Project Co-ordinator – Palliative Care – National |
| 1.2 | Organisation: | Mackay Division of General Practice Ltd |
| 1.3 | Appointment: | Part time position (0.5-0.6) until 30 June 2009 |
| 1.4 | Reports to: | Programs Co-ordinator |
| 1.5 | Salary: | Up to \$35+ per hour - commensurate with experience plus FBT exempt salary packaging option available after <i>completion</i> of probationary period. |
| 1.6 | Method of Work | The responsibilities will be carried out in accordance with the Division's policies and procedures (as amended from time to time), as directions by the Division for the method of carrying out of work (but do not comprise terms of the employment contract). |
| 1.7 | Location: | Mackay |

2.0 Position Objective

- 2.1 To provide support and guidance for the implementation of the Rural Palliative Care Framework in collaboration with AGPN and rural Divisions of General Practice.

3.0 Key Responsibilities

- 3.1 To support the involvement of assigned rural Divisions of General Practice as part of a team of three national Zone Co-ordinator and a Principal Adviser (based at AGPN).
- 3.2 To assist assigned rural Divisions of General Practice plan, develop and implement local Palliative Care Projects.
- 3.3 To ensure the project successfully achieves its goals, and is completed on time and within its budget.

3.4 Any other work as directed.

4.0 Qualifications/Abilities/Skill/Experience

- 4.1 A post-graduate qualification in a relevant discipline is highly desirable.
- 4.2 Demonstrated experience, in successfully managing complex projects involving competing priorities, empowering others to successfully implement projects, and requiring significant inter-agency collaboration.
- 4.3 A demonstrated interest and knowledge in rural palliative care and the ability to support other agencies as they strive to better address the health needs of patients with a life limiting condition.
- 4.4 An understanding of, and commitment to, the key role of General Practice in meeting the needs of patients with a life limiting condition.
- 4.5 An in-depth understanding of the private and/or public sectors activities in the Health Care System in Australia.
- 4.6 Proven ability to analyse complex issues and develop innovative solutions that address conflicting inter-organisational priorities.
- 4.7 Demonstrated ability to set priorities and meet deadlines as part of a flexible and active member of a team.
- 4.8 Possession of excellent written and oral communication skills, with evidence of success in managing communication across a network of agencies and providers
- 4.9 Demonstrated understanding of, and commitment to implementation of equity, workplace health and safety, and continuous quality improvement principles.
- 4.10 A high level of computer literacy.

5.0 Personal Qualities

- 5.1 Ability to be innovative and self directed with drive and commitment.
- 5.2 Possession of initiative, tact, integrity and discretion, and an understanding of confidentiality.
- 5.3 Demonstrated ability to work autonomously.
- 5.4 A high standard of personal presentation.
- 5.5 Flexibility to work outside normal business hours.

6.0 Selection Criteria

Address all the points in section 4.0 Qualifications/Abilities/Skill/Experience.

7.0 Your Application

Your application should address all of the Selection Criteria and be forwarded to the Division office together with a current resume and the names and telephone numbers of two referees, at least one of whom must be a previous employer. (Referees will **not** be contacted until after a candidate has been interviewed).

Applications should be marked 'Confidential' and addressed to the Chief Executive Officer, Mackay Division of General Practice Ltd, 43 Evans Avenue, Mackay Qld 4740 or email admin@mackaydgp.com.au

Late applications may be accepted at the absolute discretion of the company.

Please note: Canvassing of the Company's Directors will automatically disqualify any applicant.

Christian Grieves
15/5/08