

Position Description

Name	
Position Title	Project Officer: Nursing in Primary Health Care Program
Direct Manager Role	Project Manager
Direct Reports	None
Full-time Equivalent (FTE)	1.0
PD Date	January 2020
Financial Delegation	Nil.

Who are we?

The Australian Primary Health Care Nurses Association (APNA) is the peak professional body for nurses working in primary health care. APNA champions the role of primary health care nurses; to advance professional recognition, ensure workforce sustainability, nurture leadership in health, and optimise the role of nurses in person-centred care

Purpose of the role:

To support day-to-day project delivery by coordinating resourcing requirements and supporting the Project Manager and Project team in their policy, advocacy and project delivery tasks.

[The Nursing in Primary Health Care \(NiPHC\) program](#) aims to build capacity among the primary health care nursing workforce, by promoting the employment of, and providing support to, nurses working in primary health care settings. This contributes to reform and innovation in the primary health care nursing workforce, to better address the primary health care needs of Australian communities

There are three projects within the NiPHC Program

- [The Transition to Practice Program](#) (TPP) will be your key focus. This program aims to increase the confidence, skills and knowledge of recently graduated and experienced nurses starting work in primary health care settings.

The other projects will be key connections within the TPP work

- [The Building Nurse Capacity Project](#) aims to build the capacity of the primary health care team by optimising the role of nurses in care delivery
- [The Chronic Disease Management and Healthy Ageing](#) Program aims to support the professional development of nurses by providing evidence based, best practice education on management of chronic diseases and healthy ageing for nurses working in primary health care

Our Values

As an organisation, we are dynamic, future focused, and support the professional journey of our members throughout their career. We strive to engage with them – and on their behalf – by delivering vibrant and sustainable activities and programs which lead the profession, recognise the full-breadth of our member's skills and their vital role in every Australian's life.

Engaging

Courageous

Vibrant

Leading

Sustainable

Community-minded

Our values are important in inspiring our work, informing our decision-making, giving us a clear identity and personality, and deciding both *what* we want to do, and *how* we want to do it.

Key Responsibilities:

1. Engage and liaise with the broader APNA team and membership:

- a. Engage with primary health care nurses through appropriate channels (for example APNA Nurse Support Line, and APNA events) and respond to enquiries in a friendly, timely and constructive manner whilst upholding APNA's policies or preferred approach.
- b. Engage with existing and prospective primary health care nurses, organisations, health care providers and workplaces to register participants in learning programs and other APNA events or activities
- c. Support engagement with the primary health care sector by listening to understand the requirements, expectations, perceptions, personal agendas and concerns of all stakeholders and contributing to the broader work of APNA.
- d. Liaise with other areas within APNA as required, for example: accounts payable for invoicing. Facilitate cross-organisation sharing of knowledge, while also drawing on knowledge or approaches from other areas.

2. Supporting the project and project manager:

- a. Work with the Project Manager to meet the project plan, timelines and key milestones to ensure the timely delivery of the project and support to APNA's organisational purpose.
- b. Regularly communicate with team members to monitor performance against the project plan. This includes developing and practice skills around training and education workshop delivery in a variety of modalities. There are times during the project when workshop delivery and interstate travel will be required.

- c. In liaison with the project team, provide administrative assistance, establish training dates, book venues and ensure appropriate resources are available. There are times during the project when workshop delivery and interstate travel will be required

3. **Contribute towards data collection and quality improvement activities:**

- a. Contribute to and work within the Quality Improvement and Data Collection Frameworks to improve both project and APNA outputs and approaches.
- b. Identify gaps and areas for improvement in program development and delivery, including education and resources as well as future initiatives.
- c. Assist in the preparation of regularly scheduled reports and collate statistical information to inform reports.
- d. Set-up online survey questions in accordance with both project and APNA goals and compile results for analysis. Review data for deficiencies or errors and correct incompatibilities. Provide input into the analysis of the data, identifying themes in the responses and possible solutions. Conduct research assignments as delegated by the Project or Program Manager.

4. **Contribute to communications and publications:**

- a. Support designated project participants – both primary health care nurses and organisations, -through the provision of, information, administrative assistance, and professional guidance as required
- b. Draft and review informative communications for review such as newsletters, web content, online forums, and emails, adapting the style to the relevant audience.
- c. Forward communication to relevant contact lists and collate responses.
- d. Update existing communications and documentation, such as program or project information publications, procedural guides and education activities

5. **General:**

- a. Undertake regular professional reading / professional development to build understanding of the primary health care sector and different approaches to issues.
- b. A person in this role may be directed to undertake tasks not included here, but which might reasonably be within their skills, knowledge or experience.
- c. Comply with APNA's policies and procedures.

Skills and Knowledge Required:

Essential skills

- **Written communication and attention to detail:** prepares clear, concise and grammatically correct written communications organised in a logical sequence. This includes preparing and reviewing often detailed content, ensuring it is appropriate for the purpose and audience.

- **Data analytics:** able to collate data sources, construct basic charts and recognise patterns or outliers. Willing to learn new software, platforms and systems of data collection
- **Research skills:** able to utilise a variety of research sources to understand an issue.
- **Health promotion:** knowledge of concepts relevant to the health sector the Australian health system and broader systems that impact on health;
- **Primary health care knowledge:** broad knowledge of the primary health care setting, including primary health care nursing;
- **Information technology:** proficient in use of and / or willing to become proficient in use of information technology and software including MS Office suite.

Personal attributes and skills

- **Verbal communication:** clearly explains information and listens to feedback. Speaks clearly and concisely. Uses a polite and considerate manner when dealing with others.
- **Organising and planning:** Develops and implements systems and procedures to guide the work of self, identifies priority tasks.
- **Organisational awareness:** recognises the formal structure or hierarchy of an organisation and its policies and procedures.
- **Teamwork:** Cooperates and works well with others. Collaborates and shares information. Accommodates and works well with the different working styles of others.

Qualifications and Experience

Essential qualifications and experience noted above – key elements:

- Experience in a primary healthcare organisation with broad knowledge of the primary health care nursing and sector
- Well-developed written communication and interpersonal skills, and the ability to effectively liaise and consult with a broad range of internal and external stakeholders
- Effectiveness in achieving work objectives in an environment of strict deadlines and limited direct supervision utilising project support skills, initiative, and a positive attitude

Essential IT competencies

- Microsoft Office applications (Word, Outlook, PowerPoint, Excel, Teams)
- Willingness to undertake instruction in and become proficient in editing, developing, and monitoring, APNA Project website pages and other electronic programs such as google documents, Slack, Dedoose, Trello and other platforms as identified

Desirable skills, education or attributes noted above - key elements:

- A relevant undergraduate or postgraduate qualification in nursing or a health-related area is preferred.
- Undergraduate or postgraduate education in training and assessment, education development, project management, business or another relevant discipline would be highly regarded