

Position Description



Date: 1 July 2024

SECTION 1: POSITION IDENTIFICATION

Position Title: Wheatbelt Health Professionals Network (WBHPN) Coordinator

SECTION 2: LEVEL OF RESPONSIBILITY

Position reports to: Manager Health Professionals Networks

Positions with direct responsibility to this position: Nil

Classification level: 4

SECTION 3: KEY RESPONSIBILITIES

The role of the Wheatbelt Health Professionals Network (WBHPN) Coordinator is to actively participate in the development, implementation and coordination of the WBHPN, and support the delivery of the WBHPN Collaborative key objectives.

Located in the Wheatbelt, the WBHPN Coordinator will be employed by Rural Health West and actively contribute to the development of a culture consistent with the values of Rural Health West to ensure the provision of well-governed and consumer-focused regional services.

SECTION 4: POSITION RELATIONSHIPS

The applicant will work as the WBHPN Coordinator as a member of the Rural Health West Education and Engagement team. The WBHPN Coordinator reports to the Manager Health Professionals Networks (HPN) and will be responsible to the General Manager Education and Engagement.

SECTION 5: STATEMENT OF DUTIES

Collaborative coordination

- Foster collaboration between local health organisations, health education providers and health professionals.
- Grow the membership of the WBHPN through promotion and consultations with regional health professionals.
- Provide recommendations and advice to the WBHPN Steering Committee in relation to content of continuing professional development opportunities with the aim of delivering dynamic and appropriate programs.
- Maintain WBHPN website and social media platforms to ensure content and data is always relevant.
- Research appropriate and current clinical content and resources to share with members through the WBHPN website and networks.

Stakeholder support

- Enhance existing inter-agency relationships with funding partners of the WBHPN Collaborative.

- Broker new cross-region and sector alliances, initiatives and partnerships including research and Collective Impact projects.
- Collaborate with stakeholders to share information, educational opportunities and funding resources.
- Act as the Secretariat for the WBHPN Collaborative committee meetings.

Project management

- Coordinate professional development activities and events requested by the WBHPN Collaborative, including social/networking events, educational dinners, workshops and forums for regional health professionals.
- Explore new and innovative methods of delivering professional development opportunities with the aim of increasing accessibility, effectiveness and efficiency to all rural and remote health professionals in the Wheatbelt region.

General

- Represent Rural Health West in a professional manner consistent with our values.
- Other duties as required.

SECTION 6: SELECTION CRITERIA

To be successful in this role, you will need:

- Project/event management experience
- Proven ability to work autonomously without supervision and constant interaction
- Strong administrative skills including strong written and verbal communication skills
- Well-developed organisational skills and ability to set priorities and meet deadlines
- Develop and maintain professional networks and stakeholder relationships in the Wheatbelt region

Desirable

- Marketing experience
- Well-developed professional health networks within the Wheatbelt region
- Knowledge and understanding of rural and remote service issues in Western Australia
- Understanding of healthcare systems, and clinical care structures and processes in the Wheatbelt region

SECTION 7: APPOINTMENT FACTORS

- Some after-hours work is required
- Regional travel is required
- Some intrastate travel is required
- C Class drivers' licence and country driving capability required

SECTION 8: RURAL HEALTH WEST'S VALUES

Living our Values

At Rural Health West we have four Values that define how we complete business and work with each other and our customers every day. To ensure that we are staying true to these values, we have described and agreed the behaviours that we expect staff to display every day.

Community - we work hard to ensure rural communities have access to quality health services

- We provide solutions and services that support and enable the communities we serve
- We identify relationships and proactively work on building and nurturing them

- We respect and value difference and appreciate the views and beliefs of others
- We foster a culture in which people feel safe to discuss their views and opinions in a constructive manner

Integrity – we do the right thing, always

- We are consistent in all that we do
- We complete all interactions with professionalism and respect
- We listen, ask questions and make informed decisions

Innovation – we embrace change and strive for improvement

- We seek new opportunities and alternate solutions to achieve our vision
- We are aware of and adapt to current events and trends that impact our sector and community

Accountability – we value the trust placed in us by our customers, our partners and our funders

- We embrace our vision, mission, objectives and values
- We take full accountability for our development and always look for ways to improve our performance
- We are proactive, individually and as a team, to deliver business results
- We are risk aware and follow required policies and procedures

SECTION 9: CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature: _____
Manager Health Professionals Networks

Date: _____

Signature: _____
General Manager Education and Engagement

Date: _____

Signature: _____
Chief Executive Officer

Date: _____

As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name: _____

Signature: _____

Date: _____