



## **ACT Medicare Local Position Description**

<b>Job Title:</b>	<b>Program Officer, Nursing in General Practice Program</b>
<b>Reports to:</b>	<b>Director, Medicare Local Transition</b>
<b>Job Classification:</b>	<b>Program Officer 2.3</b>
<b>Date Developed:</b>	<b>27 July 2011 (revised 11 January 2012)</b>
<b>Date Effective:</b>	<b>Upon commencement</b>
<b>Date for Review:</b>	<b>Annually or as required</b>

---

### **About ACT Medicare Local**

ACT Medicare Local is an independent not for profit organisation, representing general practice and other primary health care providers in the ACT. ACT Medicare Local was established in 2011 to provide support to primary health care clinicians and service providers to deliver best practice care for improved patient health outcomes. It is a coordinating body for primary health care services, connecting local health services to meet local health needs.

ACT Medicare Local builds on the foundation established by ACT Division of General Practice during its 19 years of operation. It is governed by a skill-based Board and forms part of the network of Medicare Locals across Australia, receiving its core funding from the Commonwealth Department of Health and Ageing.

More information is available at [www.actml.com.au](http://www.actml.com.au)



**ABOUT THE POSITION:** All Project Officers working within ACTML are responsible for the overall development, planning, organisation and implementation of a given project in accordance with that project's contract. Therefore, working within a team and reporting to a Program Director or a Project Team Leader, a Project Officer undertakes a wide range of duties associated with the delivery health programs.

The occupants of these positions must be extremely proficient in the use of the Microsoft Office Suite of products and other information technology tools, in particular word processing, electronic mail and internet applications. Additionally, a current Driver's Licence for use in the ACT is required.

A Project Officer's core duties and responsibilities include:

- In consultation with the Project Team Leader or Program Director, developing program plans, outlines and budgets with agreed outcomes and timeframes
- Working with AGPN and other SBOs to promote national consistency in the delivery of the Australian Government's primary health care programs where appropriate
- Managing process and procedure changes as directed by ACTML
- Establishing and maintaining effective communications and working relationships with all stakeholders and liaising with government and non-government bodies, national and community organisations on policy and program issues relevant to general practice and primary health care in the ACT
- Working collaboratively with colleagues and stakeholders to improve the delivery and effectiveness of ACTML Programs
- Actively participating in conferences, teleconferences and workshops, when applicable
- Providing secretariat services to program specific committees, network groups or advisory forums as required
- Undertaking ACT State Based Organisation (SBO) representation role with AGPN (if required by project)
- Contributing to, and assisting with effective planning and communication within ACTML
- Other duties as required



The Selection Criteria for this position are:

***Essential Criteria***

- Completion of a degree in nursing or an equivalent combination of relevant experience and/or education/training
- Demonstrated understanding of the practice nurse role within the primary health care sector
- Excellent relationship management skills including capacity to work collaboratively with colleagues and stakeholders
- Ability to take initiative, exercise judgement and at times work unsupervised
- Ability to plan and organise self and others to ensure the timely completion of tasks
- Demonstrated ability with regard to computer skills, including excellent word processing capabilities, proficiency with e-mail, internet and data base applications and experience using programs such as the Microsoft Office Suite

***Desirable Criteria***

- Experience in project management and implementation in the health sector