

JOB DESCRIPTION FOR THE POSITION OF Primary Care Workforce GP Advisor

Incumbent:	
Industrial Agreement or Award:	Independent Contractor
Classification:	Independent Contractor
Date Developed:	09/05/2023
Date Updated:	22/12/2023
Reporting Relationships:	Primary Care Workforce Manager
Supervisory Responsibilities:	N/A
Role Overview:	<p>This is an advisory role focussed on providing clinical input into SWSPHN primary care workforce and other initiatives across the organisation, including the GP Workforce Planning and Prioritisation (WPP) program across the NSW/ACT Consortium.</p> <p>The role will provide ongoing guidance on the development and implementation of workforce strategies, as well as assess the effectiveness of workforce needs prioritisation of SWSPHN to meet future community needs and inform planning, including the quality and distribution to meet community health needs and the needs of multiple stakeholders.</p>
Qualifications and Requirements:	<p>Fellowed General Practitioner, current AHPRA registration without any restrictions.</p> <p>Current NSW Drivers licence and access to a comprehensively insured vehicle.</p>

<p>Required Skills and Experience:</p>	<p>Minimum five years' experience working as a GP in ACT/NSW, understanding of Primary Health Networks (PHNs) and their purpose, and strong understanding of the health system in ACT/NSW.</p> <p>Ability to contribute to project management processes, including excellent problem solving, conceptual and analytical skills. Have a thorough understanding of the relevant policies and processes and the ability to contribute ideas and initiate new approaches to education and training.</p> <p>Proven advocacy, influencing and stakeholder engagement skills and highly effective written and interpersonal communication skills including experience in small group facilitation and delivering presentations, face to face and online.</p> <p>Relevant and current knowledge of requirements of Australian General Practice Training, RACGP Vocational Training Standards, ACRRM Training Standards for Supervisors and Training Posts, National Terms and Conditions for the Employment of Registrars (NTCER), as well as the emerging challenges and opportunities related to achieving high quality, distributed GP training in Australia.</p>
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KEY DELIVERABLES

1. Primary Care Workforce Activities

- Provide guidance on the implementation and effectiveness of the workforce needs prioritisation of SWSPHN to meet future community needs, based on workforce data, training data and local insight.
- Provide guidance on training capacity gaps and assessment of training pathways that enable registrars to train and work within SWSPHN.
- Facilitate stakeholder consultation and engagement activities to provide valuable input into program improvement, such as local health forums, GP registrar orientation evenings and peer-to-peer support meetings.
- Participate in the governance structures in relation to the Primary Care Workforce Team activities, including attending relevant Community of Practice meetings and Workforce Strategy Working Group meetings.
- Engage with GP advisors across ACT/NSW and other jurisdictions to support program efficiency and effectiveness.
- Contribute and provide guidance to internal and external publications and reporting as required.
- Contribute strategic insights into program improvement, pursue forecast opportunities and manage risks.
- Provide guidance on the planning and implementation of SWSPHN initiatives as required.
- Other duties consistent with the classification level as requested by the Primary Care Workforce Manager.

2. Organisational Accountabilities

- Ensure adherence to SWSPHN policies, procedures and systems.
- Enter and maintain up to date information and report on activities in a timely manner.
- When engaging with and representing SWSPHN as an independent contractor, demonstrate SWSPHN's organisation's values.
- Contribute to financial efficiency of the business.
- Represent SWSPHN on relevant committees as required.

CORE CAPABILITIES

Communicate Effectively	Communicate clearly and respectfully, actively listen to others whilst keeping an open mind and respond with respect.	Inspirational
Commit to a Customer Focus	Deliver a high level of stakeholder satisfaction in line with organisational objectives by understanding and striving to exceed expectations.	Inspirational
Learn and Adapt	Show a commitment to learning and seeking new ways to grow and develop by being inquisitive and adapting to change.	Inspirational
Embrace Technology	Maximise efficiency and effectiveness through understanding and using available technologies.	Capable
Work Together Collaboratively	Build diverse and positive relationships, working together to achieve a shared goal.	Capable
Value Diversity	Show respect for diverse backgrounds, experiences and perspectives.	Capable
Solve Problems	Identify and implement solutions to close gaps preventing optimal service delivery to our stakeholders.	Capable

VALUES

Demonstrate SWSPHN's values:

- **Trust** – Maintain mutual respect for one another and act in good faith.
- **Empathy** – Gather insights and understandings of others' experiences.
- **Courage** – Strength to lead and innovate.
- **Fairness** – Make decisions free from bias and discrimination.
- **Integrity** – Behave honestly and accept personal responsibility for one's conduct.
- **Optimism** – Present a positive and constructive approach to future events.

ACKNOWLEDGEMENT

As an independent contractor to SWSPHN, I acknowledge the requirements as detailed in this document. I acknowledge these are not intended to be an exhaustive list of the requirements rather an indication that fall within the scope of our agreement. I acknowledge that the reporting structure may change over time.

Independent Contractor signature: