Role Description for Coordinator Community Reference Groups

About this role

The Coordinator Community Reference Groups coordinates and supports West Moreton Hospital and Health Service’s (WMHHS’s) Community Reference Groups. The position will act as secretariat and fulfill reporting responsibilities for the Community Reference Groups.

The key accountabilities of the role are:

- Perform secretariat functions for Community Reference Group meetings, including:
  - Liaise with the Executive Sponsor and Chairs of Community Reference Groups to develop meeting agendas, prepare meeting minutes and coordinate reporting functions;
  - Liaise with members and staff to organise face-to-face, videoconference and/or teleconference meetings;
  - Arrange and set up meeting venues, equipment, stationery, seating and catering as required;
  - Prepare, facilitate approval and distribute relevant documents (e.g. minutes, work plans, action registers, reports, correspondence).
- Coordinate Community Reference Groups’ input into policy, planning, service development and continuous quality improvement activities for WMHHS;
- Gather information from Community Reference Groups to prepare community newsletter articles and reports;
- Coordinate reports for the West Moreton Hospital and Health Board and other reporting responsibilities (e.g. WMHHS Annual Report, WMHHS Quality of Care Report, Community Reference Groups’ annual work plans);
- Coordinate the annual evaluation of Community Reference Groups and implement initiatives to improve meeting processes;
- Work autonomously to establish work priorities and meet deadlines for meetings of multiple Community Reference Groups;
- Communicate effectively with Community Reference Group members, WMHHS Executive and staff, demonstrating understanding, empathy, patience and a positive, patient-centred focus;
- Coordinate the appointment of members for Community Reference Groups and facilitate remuneration for meeting attendance;
- Develop and deliver training for Community Reference Group members to enable effective participation in meetings;
- Maintain records for Community Reference Groups in accordance with government requirements;
- Actively contribute to developing and maintaining a culture which values health and safety and where staff are vigilant to risks of harm to their co-workers, clients or visitors.
- Actively participate in the Health Service Performance Planning and Appraisal and Individual Development Planning processes.
Attributes required for effective performance in this role

The information in this section is used to assess candidate suitability to perform effectively in the role.

**Mandatory qualifications / professional registration:**
- There are no specific educational requirements for this position.

**Key capabilities required for this role:**
- Demonstrated ability to perform secretariat functions and manage multiple meetings to ensure that processes are effectively coordinated.
- Demonstrated ability to work autonomously to plan, prioritise tasks, meet deadlines and be adaptable in a team work environment.
- High level interpersonal and consultation skills and a demonstrated ability to build and sustain relationships with team members, staff at all levels and external stakeholders.
- High level oral and written communication skills, including a demonstrated ability to prepare written material in a clear, concise and articulate manner using Microsoft Office and standard desktop publishing software.
- Demonstrated ability to extract relevant information from multiple sources, identify key issues and coordinate effective reporting.

How to apply for this role

To apply for this role please provide the following documents:
- Your current resume including the name and contact details of at least two referees; and
- A short statement (maximum 2 pages) on how your experience, abilities, knowledge and personal qualities would enable you to achieve the key accountabilities and meet the key capabilities.

The Health Service prefers candidates to apply for roles online through [www.health.qld.gov.au/workforus](http://www.health.qld.gov.au/workforus) or [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au). If you apply online you can track your application during the selection process, maintain your personal details and contact details and withdraw your application if necessary.

If you are unable to apply online, please contact our Recruitment Services and Establishment Team on (07) 3810 1443 or email [wm.recruitment@health.qld.gov.au](mailto:wm.recruitment@health.qld.gov.au) and we will assist you. We are not able to accept hand delivered applications.

Employment related information

**Pre-employment screening**

Pre-employment screening including criminal history and discipline history checks may be undertaken on candidates recommended for employment. Roles providing health, counselling and support services mainly to children will require a Blue Card unless an exemption applies.

The recommended candidate is required to disclose if they have been subject to serious disciplinary action during any public sector employment. Candidates are also required to declare any factors which could prevent them from effectively fulfilling the requirements of the role.

All health professionals are responsible for maintaining their level of capability in the provision of health care and must comply with their reporting obligations in this regard.

Please refer to the document *Information for Applicants* for further information about pre-employment screening and other requirements.

**Salary Packaging**


**Disclosure of Previous Employment as a Lobbyist**


**Probation**


Please refer to the document *Information for Applicants* for further employment related information.

To find out more about West Moreton Hospital and Health Service visit [www.health.qld.gov.au/westmoreton/](http://www.health.qld.gov.au/westmoreton/)
About the Department of Health

The Five Whole of Queensland Government Values - informing how we practice:

- Customers first
- Ideas into action
- Unleash potential
- Be courageous
- Empower people

About West Moreton Hospital and Health Service

West Moreton Hospital and Health Service has a long and proud history of caring for the communities of Ipswich, Boonah, Esk, Laidley and more recently Gatton. The hospital and health service is one of the largest employers in the region, employing more than 2500 staff.

West Moreton Hospital and Health Service delivers health services in a mix of metropolitan and small rural community settings and services a population of about 245,000 people. The Health Service catchment is the third fastest growth area in Australia and the population is forecast to increase to an about 475,000 people by 2026 (an increase of 90 per cent). The projected increase in population is the largest of any Hospital and Health Service in Queensland. The Health Service has excellent prospects for growth which makes it an ideal employer for those seeking to develop their career.

The Hospital and Health Service delivers health services across the continuum of care: preventative and primary health care services, ambulatory services, acute care, sub-acute care, oral health and mental health and specialised services (including Offender Health and Alcohol Tobacco and Other Drugs). WMHHS also has a major teaching role, providing both undergraduate and postgraduate clinical experience for members of the multi disciplinary healthcare team and has accountability for state wide research and learning facilities for mental health.

Our Health facilities include:

- Ipswich Hospital
- Boonah Health Service
- Esk Health Service
- Gatton Health Service
- Laidley Health Service
- Community Health Services
- The Park Centre for Mental Health

About the Corporate Governance and Strategy Division

The Corporate Governance and Strategy Division is responsible for overseeing and leading the effective program management and alignment of key strategic initiatives within WMHHS. The division provides leadership in the design, implementation and continuous improvement of the integrated planning, strategy management, performance monitoring and strategy communications frameworks and systems for WMHHS.

The division provides services across:

- Strategic planning and deployment;
- Consumer and community engagement;
- Liaison with key partners, including West Moreton – Oxley Medicare Local and other health care providers;
- Indigenous health liaison;
- Corporate governance and risk management;
- Policy leadership;
- Coordination of accreditation;
- Communication strategy;
- Media relations;
- Publications.