

To assist you in your application to join our team

Information package



Vacancy Information

Position:	GP Advisor – Workforce Planning and Prioritisation
Base Salary:	\$132.00 per hour plus superannuation
Status:	Part-time 0.2 FTE (7.5 hours per week) Fixed term – until 31 December 2025
Close date:	Open until suitable candidate is found

MPHN is an equal opportunity employer and embraces diversity. We strongly encourage applications from Aboriginal and Torres Strait Islander people.

Thank you for your interest in applying for the position of GP Advisor – Workforce Planning and Prioritisation.

This package contains information about the Primary Health Network, and guidelines on submitting your application.

You will find within the information package:

- An overview of Murrumbidgee Primary Health Network
- Position description

About us

Murrumbidgee Primary Health Network (MPHN) is a not-for-profit organisation servicing more than 246,073 people, living across 508 communities on a land mass of 126,124 square kilometres. It is one of 31 local and independent PHNs established nationally to support the primary healthcare sector and improve health outcomes, particularly for those at-risk populations.

MPHN achieves this by understanding the region's health needs to inform:

- funding services to meet population health needs;
- integrating local services and systems and improve coordination of care; and
- supporting the development of a local sustainable health care workforce through quality improvement and professional development.

PHNs have seven key priority areas guiding their work including:

- mental health;
- Aboriginal and Torres Strait Islander health;
- population health;
- health workforce;
- digital health;
- aged care; and
- alcohol and other drugs.



MPHN is informed by our local health professionals and communities through four regionally-based clinical councils, and 33 Local Health Advisory Committees informing a single Community Advisory Committee.

We meet our objectives by undertaking population health planning and priority setting. Our decision making in the region is based on reliable health data and evidence, and on criteria that is open to public scrutiny.

Within our organisation we promote innovation and encourage our employees to use initiative to drive changes for our communities. We have a commitment to increasing the capability of our workforce through opportunities for learning and development. We provide a flexible working environment for our employees and offer generous salary packaging arrangements.

How to apply

To apply for this position, please submit a brief cover letter and a resume. Your cover letter should briefly address the knowledge skills and experience required for the position, located on the following pages.

Applications are to be submitted via email to recruitment@mphn.org.au.

For a confidential discussion, please call Alison Jansen on 0448 057 659 email alison.jansen@mphn.org.au or Jeanette Lautier on 0428 275 540 email jeanette.lautier@mphn.org.au



Our values



work together

- We are inclusive and work together to achieve the best outcomes for our community
- We work in partnership with health service providers, consumers, and communities to improve the health of all people in the Murrumbidgee
- We value teamwork and share knowledge and information to help us to achieve MPHNS vision



be honest

- We conduct ourselves with complete and open transparency
- We are open and honest in our communication with each other, our partners and our clients
- We are accountable for our actions and decisions and we welcome feedback to help us to continuously improve



value everyone

- We treat each other, our partners, and the people of the Murrumbidgee communities with kindness and humility
- We value each member of our team equally for their skills, experience and contribution to MPHNS and our communities



learn from others

- We listen to each other and our community
- We regularly engage our partners and community members to better understand their health needs
- We invest in quality healthcare services that make a real difference to the people of the Murrumbidgee
- We value feedback and the involvement of our partners and the community on decisions that will impact them



aim to inspire

- We are passionate about our work
- We strive to provide the best practice in primary care
- We have a culture of continuous improvement
- We are committed to finding new solutions to improve the health and wellbeing of our community now and into the future



Why we are a great place to work

flexible workplace arrangement

Supporting employees to achieve worklife balance



\$5 per fortnight entitles you to discounted and sometimes free inclusion to all MPHNS social events

bidgee socialites



salary packaging

Voluntary access to salary packaging arrangements



Ability to purchase additional leave

purchased leave

children in the workplace

Family friendly work environment to support our employees



paid parental leave

Supporting time away from work for the birth or adoption of a child

discounted health insurance

6 weeks free cover when you join with Bupa



The tools and technology you need to get the job done

equipment to support you in your role

volunteer leave

2 days leave per year to give back to our community



employee assistance program

Free counselling and resources 24 hours a day 7 days per week



christmas shutdown leave

The period between Christmas and New Year's Day granted as paid leave to all employees



Meet the team



Position Description

Position title:	GP Advisor – Workforce Planning and Prioritisation
Agreement and classification:	Common Law Contract \$132.00 per hour plus superannuation
Status:	Fixed term – 0.2 FTE until 31 December 2025
Location:	Murrumbidgee PHN region
Reports to:	Workforce Planning and Prioritisation Manager

Aim of Program

The Workforce Planning and Prioritisation (WPP) Program has been established to support the transition to College led general practice training through the provision of advice on Planning and prioritisation of GP training catchments to meet current and future GP workforce needs.

This program aims to provide robust, independent, evidence -based recommendations to inform the geographic distribution and placement of registrars which will guide the two GP colleges in their selection and placement of AGPT registrars.

Position Objective:

The WPP GP Advisor position will be focused on providing clinical input into the GP Workforce Planning and Prioritisation program across the Murrumbidgee. This role will support the WPP team to assess regional workforce need, supervisor training capacity and provide recommendation to inform College planning of registrar placements.

Key accountabilities

- Provide guidance on the data-based Prioritisation of regional GP catchments for registrar training.
- Engage with general practice where necessary to support annual consultation activities.
- Build and maintain strong clinician relationships to promote engagement.
- Provide guidance on Reports, identification of at-risk training sites and training capacity gaps.
- Assessment of training pathways that enable registrars to complete all training within a PHN region, including advice on gaps that require registrars to rotate into other locations to complete their training.
- Contribute to internal and external publications for the purposes of promoting the grant activity.
- Engage with WPP GP advisors across ACT/NSW and other jurisdictions to support program efficiency and effectiveness.



- Contribute to the MPHN’s Quality Management System including identify opportunities to improve policies, procedures and processes. Work Health and Safety responsibility including identifying, assessing, eliminating/controlling and reporting hazards and risks within the workplace, to the extent of delegated authority for the role.
- Attend scheduled meetings, conferences and work related functions within and outside usual work hours including travel to other regions where overnight stays may be required.

This position description is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the requirements of the position.

Key relationships

Internal Stakeholders	
Who	Purpose
Manager	<ul style="list-style-type: none"> • To provide subject expertise, make suggestions and provide activity updates as required.
Primary Care Engagement & Development Lead	<ul style="list-style-type: none"> • To provide activity updates including notable achievements, future milestones/reports, and share knowledge of any foreseeable issues/risks and suggested mitigations.
WPP Team members	<ul style="list-style-type: none"> • Participate in meetings and share information
External stakeholders	
Who	Purpose
General Practice	<ul style="list-style-type: none"> • Maintain effective relationships and identify opportunities for meaningful engagement and consultation
Capital Health PHN	<ul style="list-style-type: none"> • Maintain effective relationships and engagement with WPP GP Advisors across ACT/NSW.
GP Training Organisation	<ul style="list-style-type: none"> • Maintain effective relationships with RACGP and ACRRM, participate in consultations and provide accurate advice to support the WPP objectives.
Consumers and community	<ul style="list-style-type: none"> • Participate in consultations and co-design activities where required for planning and engagement purposes



Essential requirements

Area	Specific requirement
Qualifications	<ul style="list-style-type: none"> • General Practitioner with current unrestricted AHPRA Registration. • Fellowship of the Royal Australian College of General Practitioners (FRACGP) or Fellowship of the Australian College of Rural and Remote Medicine (FACRRM). • Currently working in general practice within the Murrumbidgee region. Minimum 5 years' experience working as a GP in NSW • Accredited Supervisor for the AGPT program and knowledge of the training pathways for Registrars is highly desirable.
Priority checks	Criminal History Check
Registration and licensing	NSW Drivers License Current unrestricted AHPRA Registration
COVID-19 vaccination compliancy	MPHNS employees are required to have completed 2 doses of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). New applicants must have completed the vaccination course prior to commencement or provide an approved medical contraindication certificate certifying the worker cannot have any approved COVID-19 vaccines available in NSW.
Knowledge and experience	<ol style="list-style-type: none"> 1. Understanding of Primary Health Networks (PHNs) and the NSW health system 2. Proven advocacy, influencing and stakeholder engagement skills. 3. Highly effective written and interpersonal communication skills. 4. Experience in small group facilitation and delivering presentations, face to face and online. 5. Demonstrated experience and commitment to medical education and training 6. 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.

