



<b>Position Title:</b>	Northern Queensland Manager
<b>Role Type:</b>	Part Time
<b>Position Located:</b>	Townsville
<b>Background</b>	
<p><a href="#">Palliative Care Queensland</a> (PCQ) is a leading charity and independent peak body representing palliative care providers, consumers and their families and those with an interest in palliative care in Queensland. PCQ was established in 1988 and is a membership-based organisation, supporting the individuals, families, carers, community members, as well as specialist and generalist health care professionals working with Queenslanders experiencing serious illness, dying, death and grief. Collectively, the PCQ membership body holds tremendous knowledge and wisdom about the challenges the sector faces and the opportunities those challenges can bring. PCQ is a founding member of <a href="#">Palliative Care Australia</a>.</p>	
<b>Position Summary</b>	
<p>This position will be responsible for overseeing the northern Queensland activities for PCQ. Particularly in relation to projects, staff and general operations. The main two projects are Connecting End of Life Care in Townsville (CELC_T) and Ambulance Wish Queensland (Townsville base)</p>	
<b>Main Tasks and Responsibilities</b>	
<ul style="list-style-type: none"><li>• Develop activity plans for Northern Queensland (NQ) projects, monitor implementation and complete reporting requirements (internal and external)</li><li>• Work with the Program Manager: Ambulance Wish Queensland to assist with the delivery of Ambulance Wish program activities in the NQ area</li><li>• Work with the Quality and Risk Manager to promote a continuous quality improvement culture in the organisation, ensure all compliance areas are managed, office requirements are in place and risks are mitigated</li><li>• Work with the Business Manager to ensure project contract deliverables and governance requirements are met</li><li>• Work with Events and Marketing Manager to ensure all marketing, events and communications activities meet the needs of the project and teams.</li><li>• Lead the NQ team and ensure workplans and are in place, monitor implementation and provide direction when required</li><li>• Identify funding and cost saving opportunities for PCQ</li><li>• Work with the Volunteer and Administration officer to ensure PCQ volunteers in Townsville are managed, and enquiries are tracked, and administration requirements are completed.</li><li>• Participate in meetings with the PCQ Management team, provide reports on your activities and work collaboratively with others to ensure the best strategies are in place</li><li>• Oversee the budget and financials in relation to NQ led projects</li><li>• Facilitate education events, key stakeholder meetings, consultation roundtables as required</li><li>• Participate and represent the project on local leadership and advisory committees. Report to the project steering committee and ensure papers are disseminated prior, and action items are completed in a timely manner</li><li>• Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement focus (including contribute towards systems and process improvement)</li><li>• Other ad hoc support for the team as required within the scope of the relevant award.</li></ul>	



## Key Attributes

### Essential

- Leadership and staff management skills
- Experience in contract management (including reporting) and project implementation
- Highly developed project management skills
- Excellent interpersonal skills with the ability to build strong relationships with key stakeholders
- Highly developed ability to successfully communicate complex information to a wide audience
- Post Graduate qualifications and/or extensive experience in a relevant field
- Understanding of risk management, WHS processes, continuous Quality Improvement (CQI) and standards
- A strong understanding of the range of lived experiences of people with life limiting conditions and their carers/family and the capacity to inspire people to embrace person and family centered approaches to care
- A shared passion and determination to play a key role in delivering the mission and vision of the organisation
- Previous experience in a similar role

### Desirable

- Experience in a membership and/or not for profit health related organisation
- Experience working in a small team environment

## Our Inclusivity Statement

Palliative Care Queensland values diversity and is committed to creating an inclusive work environment. Recruitment and selection decisions are based on merit and not affected by irrelevant personal characteristics. We encourage people who identify with any of the following groups to actively seek employment with Palliative Care Queensland: Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ); Aboriginal and Torres Strait Islander (First Nations); people from Culturally and Linguistically Diverse (CALD) backgrounds and people with disability.

## Benefits of working at PCQ

- Salary packaging benefits
- Employee Assistance Program
- A collaborative team environment that encourages new ideas and contributions
- An organisation that promotes an inclusive culture, work-life balance, and flexibility



## TERMS AND CONDITIONS OF EMPLOYMENT

### Requirements:

For acceptance of this position the employee must hold a current:

- National Police Check
- Queensland Blue Card or relevant AHPRA registration
- Queensland driver’s license
- Right to work in Australia

Evidence of the required documents must be provided during orientation or before.

## EMPLOYEE ACKNOWLEDGEMENT (To be signed by the successful candidate)

### By signing below the Position Holder confirms:

- Receipt and understanding of the duties required
- Agreement to fulfil the role to the best of his/her ability that he/she is not aware of any pre-existing conditions/impairments that might be affected by or impose limitations on the work to be performed; that failure to disclose any such conditions/impairments will mean indelibility to claim workers’ compensation on those conditions/impairments which subsequently recur or worsen
- Awareness of the requirement for the position

This signed document will be kept on the position holder’s personnel file.

<b>Employee Full Name</b>		<b>Signature</b>		<b>Date</b>	
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## Position Description (PD) Approved by CEO

<b>CEO Full Name</b>	Shyla Mills	<b>Date</b>	11 June 2021	<b>PCQ PD Code</b>	
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