

POSITION VACANCY ADVERTISEMENT



BENDIGO LODDON PRIMARY CARE PARTNERSHIP

Health Communications, Administration and

Workforce Development Coordinator

45.6 hours per fortnight

Fixed Term to 31 March 2022

The Position

Primary Care Partnerships are funded by the State Government to support the strengthening of partnerships between Local Government, Health and Community service organisations within allocated Local Government areas. The Bendigo Loddon Primary Care Partnership (BLPCP) is a consortium of service providers situated in the City of Greater Bendigo and Loddon Shire local government areas focusing on health outcomes for their communities. The population of this area is approximately 130,000 people.

The Health Communications, Administration and Workforce Development Coordinator will work closely with the Executive Officer and the small BLPCP team to support organisational capacity within the Bendigo Loddon PCP office. This will include responsibility for office management and internal systems to support organisational functionality. The Health Communications focus in the role is crucial to ensuring partner organisations continue to receive timely information through a time of change as well as broader health messaging via Website, Newsletters and Social media. The coordination of the Workforce Development activities is another important role to support Partner organisation capacity building. These roles will be supported internally through support by current BLPCP staff proficient in these skills and professional development opportunities.

The successful applicant will have:

1. A demonstrated commitment to and understanding of the key elements of successful collaborative working relationships and social justice.
2. Excellent organisational, written and verbal communication skills both to support communications and meetings in a range of settings.
3. Excellent interpersonal skills demonstrating the ability to build and develop positive relationships with both internal and external colleagues and partners. High level of team work skills.

For further information about the position call Eileen Brownless, Executive Officer - Bendigo Loddon Primary Care Partnership on 0409 047 155

Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.

Applications addressing the **Key Selection Criteria** should be emailed to recruitment@bchs.com.au by **4.00pm** on **Friday 11 June 2021**.

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone 5406 1221 if an automatic acknowledgement has not been received.