

Primary Care Network Manager

Sunshine Coast Division of Family Practice

Full-Time | Permanent | Hybrid

Salary: \$95,000-\$115,000

The Sunshine Coast Division of Family Practice is seeking a collaborative, systems-minded Primary Care Network (PCN) Manager to help oversee the ongoing implementation and evolution of the Sunshine Coast Primary Care Network.

This is a great opportunity for someone who understands the local health care landscape, values relationship-based work, and is motivated by improving systems, supporting partners, and demonstrating meaningful impact in primary care.

About the Role

The PCN Manager is responsible for operationalizing the British Columbia Ministry of Health's Primary Care Network Initiative and implementing the Sunshine Coast PCN Service Plan in alignment with the direction of the PCN Steering Committee. This role provides management oversight for PCN initiatives, supports partner alignment, and ensures that systems, processes, reporting, and relationships are in place to promote integrated, community-informed primary care on the Sunshine Coast.

The PCN Manager is employed by the Sunshine Coast Division of Family Practice and reports to the Executive Director. The role is accountable to the PCN Steering Committee for PCN Service Plan implementation. This position directly supervises the Implementation Lead and supports effective coordination, monitoring, and advancement of implementation work.

Key Responsibilities

- Oversee implementation of the Sunshine Coast PCN Service Plan
- Provide direction, oversight, and support to the Implementation Lead
- Monitor progress, identify risks and barriers, and help resolve issues
- Support effective governance through committee coordination, briefing materials, recommendations, and action tracking
- Build and maintain strong working relationships with physicians, clinic teams, health system partners, Indigenous partners (including the shíshálh Nation) and community organizations
- Serve as a consistent and collaborative point of contact for PCN-related planning, implementation, and problem-solving

- Oversee reporting, evaluation, and Ministry reporting processes
- Support development of practical budget tracking and financial monitoring processes in collaboration with the Executive Director and Administrative Manager
- Work collaboratively with the VCH PCN Manager
- Directly supervise the Integration Lead and support team effectiveness
- Apply quality improvement, systems thinking, and change management approaches to strengthen implementation and impact

What We're Looking For

- Post-secondary education in health, leadership, public administration, community development, or a related field
- Master's degree in a relevant health or administrative field preferred
- Minimum of five years of leadership, project management, program management, or systems coordination experience in a complex environment
- Health care experience strongly preferred
- Strong knowledge of the health care system, primary care, and integrated service delivery
- Experience with change management, quality improvement, and systems change
- Strong relationship-building, engagement, and communication skills
- Experience supporting committees, working groups, and collaborative processes
- Knowledge of the local health care landscape and Sunshine Coast community context is a strong asset

Working Conditions

- Full-time permanent position
- Hybrid work environment
- Occasional travel across the lower Sunshine Coast,
- Evening meetings are a regular part of the role, with occasional early morning meetings
- Personal vehicle is required
- Valid driver's licence required
- Employer-paid San'yas Indigenous Cultural Safety Training, or equivalent, required

Compensation and Benefits

- \$95,000-\$115,000 annual salary
- Health and dental benefits
- Paid vacation
- Professional development support
- Cell phone stipend
- Hybrid work environment

About Us

The Sunshine Coast Division of Family Practice is a community-based organization representing family physicians across multiple settings on the lower Sunshine Coast. We

work collaboratively with physicians, health system partners, Indigenous partners, and community organizations to strengthen primary care and improve access and quality of care for patients and communities.

To Apply

Please submit your resume and cover letter to Lyndsay Montana, Executive Director at lmontina@scddivision.ca by March 29, 2026.

We thank all applicants for their interest. Only those selected for an interview will be contacted.