

POSITION DESCRIPTION

Position Title: Project Manager – Lung Health Competency and Education Framework for Health Professionals Project

Location: Melbourne

Employment Status: Full time, fixed-term employment (until June 2023)

Reporting Relationships: General Manager Clinical Programs, Research and Innovation

Date: 2021

The purpose of this position description is to document the work which is encompassed within this role. The key areas of responsibility and performance indicators are tied to the performance review and career development conversations. This document should be reviewed annually as changes in the organisation may result in the need to update the position description.

SECTION 1

OUR VISION

Lung Foundation Australia enables life-saving lung health and lung cancer research, and champions programs so that Australians with lung disease and lung cancer can live their best life.

OUR MISSION

By 2030, Lung Foundation Australia will be recognised as one of the world's most innovative and effective lung health charities and a fearless leader of lung health and lung cancer policy, programs and research.

STRATEGIC PILLARS

- Healthy lungs for all
- Australia's lung health research funding incubator
- Impactful and meaningful lung disease programs and support
- Valuing our people
- Purposeful leadership and ethical governance.

LUNG FOUNDATION AUSTRALIA VALUES

Our values are represented by **BE FAIR**

- **Bold** | be proactive and take risks that achieve our Mission.
- **Entrepreneurial** | be focused on outcomes and strive to find new ways of working, remembering we are profit-for-purpose.
- **Fair** | be equitable and work in the interests of all our stakeholders, particularly patients and their carers.
- **Agile** | be responsive and proactive to create positive change.
- **Innovative** | be inventive and find new ways of doing things that achieve our Mission.



- **Respectful** | be honest and work hard every day in every way – we are funded by the community they should expect nothing less.

OUR TEAM

Lung Foundation Australia is an award-winning profit for purpose organisation and national peak health and advisory body. Lung Foundation Australia aspires to be an Employer of Choice. In 2020, the Foundation was named Non-Government Organisation of the Year and The Voice Project's Best Place to Work. Before applying we encourage you to learn more about our Mission and impact by reading our [Annual Impact Report](#).

We operate from three offices Brisbane, Sydney and Melbourne with a national footprint established by our support and research programs. We are committed to work life balance and flexibility in the workplace. We are fortunate to be supported by a team of dedicated volunteer patients and care givers, health care professionals and medical researchers.

As our organisational impact grows with increased government and community funding so does our team and our army of volunteer supporters. Over the next three years the Lung Foundation is anticipated to increase its headcount from 32 to over 50 as new offices are opened and new projects are commenced.

Lung Foundation Australia strives to create a workforce that reflects the diversity of the Australian community. We recognise the important knowledge and skills Aboriginal and Torres Strait Islander peoples bring to the work we do focused on lung health. We welcome applications from Aboriginal and Torres Strait Islander peoples as well as people from culturally and linguistically diverse backgrounds, mature-age people and people with disability, regardless of sex, sexuality or gender identity.

SECTION 2

PURPOSE OF THE ROLE

The Project Manager is responsible for the planning, implementation and reporting on the program deliverables for the Department of Health Lung Health Training and Education Framework Grant. Key project activities encompass:

- Establish a project consortia and extended stakeholder consultation group
- Development of a competency-based, lung health training and education Framework for primary care health professionals.
- Audit of existing education and training programs against the Framework.
- Enhancement and delivery of existing education and training to align with the Framework
- Design and deployment of a Lung Learning Hub to provide centralised access for health professionals to high-quality lung health training and education.

The Project Manager will lead, monitor and report on project activities led by Lung Foundation and will facilitate successful execution of established project plan in collaboration with relevant Lung Foundation staff members, consortia members and key

external stakeholders. Achievement of targets within the specified timeframes and budget are form key performance indicators of this role.

SKILLS, QUALIFICATIONS AND KEY ATTRIBUTES REQUIRED (KEY SELECTION CRITERIA)

Qualifications

This role is ideally suited to an individual with a tertiary qualification in health science, public health, or other relevant field. Further training in project management and experience in the not-for-profit sector would enhance your suitability.

Experience

Prior experience and demonstrated success as a senior manager (min. 3 years' direct experience) with responsibility for oversight of projects from concept development through to implementation (including budgets and continuous quality improvement) and evaluation is required. Experience in the primary health care sector and/or workforce development initiatives for health professionals are highly desirable.

Knowledge and Skills

As the ideal candidate, your knowledge and skills include:

- Highly developed written and verbal communication skills.
- Proven ability to work autonomously and cross-functionally across teams.
- Confidence in independent management of project plans, including implementation, continuous quality monitoring, evaluation and reporting.
- Demonstrated skills in contract and budget management with evidence of meeting agreed targets.
- Demonstrated ability to effectively and efficiently manage multiple workplans and priorities simultaneously.
- Proven leadership skills with ability to provide direction, supervision and support to staff and peers.
- Proven ability to confidently and successfully manage important stakeholder relationships and in working collaboratively to achieve joint objectives.
- Confidence utilising client relationship management systems such as Salesforce / CRM and Microsoft Office 365 applications – Teams, Planner, etc.

As part of your induction process you will be required to undertake the following:

- National Police Check
- Working with Vulnerable Persons Check

KEY AREAS OF RESPONSIBILITY AND PERFORMANCE INDICATORS

The major areas of work, organised as key areas of responsibility and performance indicators, are outlined in this section. The entirety of the project is to be delivered over a two-year period in partnership with project consortia members and key stakeholders.

Key Areas of Responsibility	Performance Outcomes
Design a Lung Health Competency and Education Framework for Primary Health Professionals (Year 1)	<ul style="list-style-type: none"> • In partnership with TSANZ (activity lead) host a national roundtable to achieve consensus on the design of the Framework. • In partnership with TSANZ (activity lead) support the co-design of Framework with the Consortia and consultation group of peak body and professional organisations. • In partnership with TSANZ and the consortia finalise the design of the Lung Learning framework, including roadmap for implementation. • In partnership with TSANZ and consortia members audit existing education, training and support programs against competencies of the Framework to determine alignment and appropriateness for scale-up.
Develop and deliver lung health education and training targeting primary care health professionals, including Aboriginal & Torres Strait Islander Health Workers and Practitioners (Year 2)	<ul style="list-style-type: none"> • Informed by audit outcomes, enhance and scale up identified education and training programs aligned to Framework competencies in partnership with project training partners and professional organisations. • Scope, design and launch an online resource hub (the Lung Learning Hub) for PCHPs, providing centralised access to high-quality education programs, materials and peer networking, from a variety of sources / developers. • Identify and include referral pathways which support early diagnosis, team-based care, condition management and support for patients.
Marketing and promotion of the Framework to target audiences - PCHPs, including those in regional, rural and remote areas.	<ul style="list-style-type: none"> • In partnership with internal and external stakeholders, design and deliver a digital marketing and communications strategy to promote lung health education, training and professional development opportunities (existing and newly developed) to PCHPs, including GPs, nurses, allied health, pharmacists, Aboriginal and Torres Strait Islander Health Workers and Practitioners
Stakeholder Management Relationships &	<ul style="list-style-type: none"> • Demonstrated effectiveness in working collaboratively with external stakeholders to achieve shared objectives.

<p>Communications (Year 1-2)</p>	<ul style="list-style-type: none"> • Evidence of strong stakeholder engagement is evident in program management and delivery of activities. • Sustainable multi-year relationships are developed and maintained. • Partnerships are documented with Letters of Agreement or other relevant documentation.
<p>Project Management</p>	<ul style="list-style-type: none"> • Project activities, as per the workplan, are effectively monitored with data recorded regarding quality of outputs and accepted mitigation strategies employed as required. • Variances to the project plan are recorded in the Lung Foundation Continuous Quality Improvement (CQI) Register, as per the CQI Policy. • High-quality reports are delivered to funders as per contract requirements. • Effective leadership and management of project staff consistent with Lung Foundation policies and values.
<p>Governance</p>	<ul style="list-style-type: none"> • Oversight of the Primary Care Clinical Advisory Committee and time-limited project working groups as required. • Contribute to the development and documentation of standard operating procedures for Lung Foundation education programs.
<p>Continuous quality monitoring and improvement</p>	<ul style="list-style-type: none"> • Evidence of close monitoring of project activities and outcomes to improve quality of services and increase impact. • Timely communication regarding any issues of concern to General Manager and implementation of risk mitigation strategies as per project plan. • Leader project evaluation through data aggregation and professional report writing.
<p>Team contribution and effectiveness</p>	<ul style="list-style-type: none"> • Positive contribution to team environment through the demonstration of behaviours that reflect Lung Foundation values – BE FAIR. • Work in a consultative manner with senior leadership team and in collaboration with broader team to achieve goals. • Work synergistically within and across teams of Lung Foundation. • Regular cross-organisation communication of program activity

	<ul style="list-style-type: none"> • Participation in Lung Foundation Australia events and meetings as required • Evidence of compliance with Lung Foundation Australia values, policies, procedures and statutory obligations.
Workplace Health & Safety (WHS)	<ul style="list-style-type: none"> • Evidence of compliance with legislative and Lung Foundation Australia WHS Policy. • Provision of a safe working environment for self and others, including when working from home.

SECTION 3

REPORTING RELATIONSHIPS

This is one of several positions reporting to the General Manager Clinical Programs Research & Innovation. The Project Manager has two direct reports; the Education and Training Coordinator and Administration Coordinator both employed as part of the Lung Health Competency and Education Framework for Health Professionals Project.

The Administration Coordinator also provides general administration support for the Melbourne Lung Foundation office and research administration assistance for the General Manager Clinical Programs, Research & Innovation.

The role will also work closely with the Senior Manager of Marketing and Communications and Guidelines Manager.

EXTERNAL RELATIONSHIPS

The Program Manager works with a variety of internal and external stakeholders to deliver the Lung Health Competency and Education Framework for Health Professionals Project and its activities. The Program Manager will liaise with the Thoracic Society of Australia and New Zealand, project consortia and key stakeholder group to support the design and development of the Framework and delivery of health professional education and training. The Project Manager and will also need to form and maintain relationships with relevant stakeholders in Aboriginal and Torres Strait Islander peak body organisations and relevant professional body organisations.

SECTION 4

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place six monthly with the General Manager Clinical Programs, Research & Innovation.

SECTION 5

ACCEPTANCE OF POSITION DESCRIPTION

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the Project Manager position. Other appropriate duties may be assigned that are not listed in the position description.



My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

(Employee name)

Date

General Manager
Clinical Programs, Research & Innovation

Date