

Position Title	Project Manager – Improving COPD care, Nurse Led Collaborative
Location	Melbourne
Team	Clinical
Employment Status	Full-time 1 FTE for 18 months
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (Social and Community Services)
Level	5
Reports to	Senior Manager (COPD Program)
Direct Reports	Nurse Educator

PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the purpose, desired candidate attributes and key responsibilities encompassed within the role. The key areas of responsibility and performance indicators are tied to performance review and career development. 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

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.

OUR MISSION

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.

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. Lung Foundation Australia is entering a period of accelerated growth consolidating three years of strong performance which saw the Foundation named Non-Government Organisation of the Year in 2020 and The Voice Projects Best Place to Work in 2020, 2021 and 2023. Before applying we encourage you to learn more about our Mission and impact by reading our Annual Impact Report <https://lungfoundation.com.au/about/annual-reports/>

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.

As our impact grows with increased government and community funding so does our team and our army of volunteer supporters.

SECTION 2

What is a Collaborative?

A Collaborative is a quality improvement method in which participants can apply changes that have been demonstrated to lead to improvements in other settings, and that are measurable, to generate improvements in their own context.

It brings together groups of health care professionals and organisations to work together through shared learning, peer support, training, education, and support systems utilising a structured approach, using common quality improvement tools, to review current practice, identify how it might be improved and spread this knowledge to multiple sites to achieve a common aim.

The approach involves change principles and ideas which underpin best practice and identify practice examples of how to implement and achieve change. The methodology using the Model for Improvement, described by Langley et al provides a framework for testing and implementing changes.

PURPOSE OF THIS ROLE

To support the partnership (Safe Care Victoria and Lung Foundation Australia) and identified hospitals in achieving the goal of the Nurse-Led COPD Collaborative program. The long-term goal for SCV through funded projects like this is to reduce avoidable presentations to hospital for people living with a chronic condition such as COPD. This project has identified evidence-based improvement opportunities that can be implemented in an acute (hospital) setting to address gaps in care for patients with COPD and their caregivers.

The Project Manager will be responsible for the Collaborative Program. They will work with the partnership and primary health care colleagues to ensure shared learning and best practice across participating Collaboratives Hospitals. The Project Manager is responsible for leading the planning, implementation, monitoring, and evaluation of the COPD-X Improvement Collaborative Project funded by Safer Care Victoria's Chronic Conditions Initiative.

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

Qualifications

Tertiary qualifications in any of the following disciplines: allied health, population health, health, or social sciences, and or chronic disease management.

This role is ideally suited to an individual with experience in project management with knowledge of Continuous Quality Improvement. Specific understanding and/or experience within the health service sector / public hospital system is highly desirable, although not mandatory.

Knowledge and Skills

1. Demonstrated knowledge and skills to effectively implement change management processes within a complex organisation.
2. Highly developed project management skills including evidence of managing a project to a successful outcome, and designing/delivering projects involving staff and managers at all levels (preferably within the Social/Health Care sector)
3. Strong interpersonal skills evidenced by the ability to persuade and influence at a senior level.
4. Excellent written, verbal and presentation skills with evidence of the ability to motivate others through personal presentation style.
5. Evidence of ability to identify problems in the system of patient care and to apply innovation and creativity in identifying solutions. Evidence of ability to explicitly seek the bigger picture and understand priorities in the broader sense.
6. Qualitative and Quantitative analytical skills and experience.
7. Demonstrated commitment to high personal standards of work and the ability to deliver high quality work according to challenging timescales.
8. Superior organisational skills, including the ability to plan, execute and achieve several priorities work functions concurrently.
9. Experienced use of Microsoft Office software, SharePoint, and confidence utilising client relationship management systems such as Salesforce / CRM.
10. Demonstrated skills in contract and budget management with evidence of meeting agreed targets.
11. Proven ability to work autonomously and cross-functionally across teams.
12. Current Driver's License

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

- National Police Check

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KEY AREAS OF RESPONSIBILITY AND PERFORMANCE INDICATORS

To lead, co-ordinate and manage the quality improvement work associated with the Nurse-Led COPD Collaboratives by:

	Key Area of Responsibility	Performance Measures
Managing and Implementing Change	<ul style="list-style-type: none"> • Work effectively with the expert reference panel and clinical leads to an agreed goal, clear achievable change principles and improvement measures for the program. • Successfully orienting the nurse ambassadors in each of the hospitals to the program and assisting in their capability development to engage with and implement quality improvement approaches. • Build a community of practice approach (face to face and online) for the nurses so they can share learnings and support each other • Plan, design and implement quarterly face to face collaborative meetings • Working closely with the appointed hospital teams in the participating hospital on all aspects of the Program to enable them to achieve the goals of the Collaboratives. • Supporting the participating hospital to achieve results through coaching and support to facilitate a team environment for development, testing and implementation of new methods of care delivery. • Ensuring that patient and carer perspectives are central to the Collaboratives Program and are given appropriate consideration in relation to local initiatives. • Assist with engagement activities and workshops that are needed at participating hospitals to engage teams 	<ul style="list-style-type: none"> • Establishing a community of practice for the participating nurses and hospital teams • Contact with hospital teams through various means including local visits. • Encourage a team approach with clearly defined roles and responsibilities and good working relationships. • Initiatives relevant to the program are supported. • Practice exemplars presenting at events. • Involvement in workshops / events as required
Continuous Quality Improvement	<ul style="list-style-type: none"> • Supporting the review of data 	<ul style="list-style-type: none"> • Feedback on monthly data and PDSAs provided to all participating hospital teams. • Data completeness

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	<ul style="list-style-type: none"> • Ensuring timely data and periodic PDSA cycles are completed, and accurate information submitted to agreed timelines. • Co-ordinating the analysis, synthesis, and presentation of appropriate quantitative and qualitative data • Participating and engaging in the training programs and acting as a managerial resource for the Collaboratives • 	<ul style="list-style-type: none"> • Improvements in topic areas and identification of good PDSAs being distributed. • Active involvement in relevant training packages and upskilling knowledge of the program
Collaborative resources and tools	<ul style="list-style-type: none"> • Design, plan and deliver the development of support material required for the collaborative • Through a consultative or co-design approach in strengthen the tools required to support hospitals through the collaborative 	<ul style="list-style-type: none"> • Development of a Collaborative Handbook and supporting resources
Governance	<ul style="list-style-type: none"> • Establishing and supporting the Expert Reference Panels • Attending and secretariat to governance model 	<ul style="list-style-type: none"> • Active involvement in the planning and coordination of ERP meetings • Planning and organising the Governance meetings
Stakeholder Relationships	<ul style="list-style-type: none"> • Identifying and working closely with stakeholders associated with the Collaboratives. This includes but not limited to all participating hospital teams, nurses, executives, directors, CNCs, health professionals, specialists, key program staff. • Plan and deliver end of project symposium engage all relevant key stakeholders 	<ul style="list-style-type: none"> • Relevant stakeholders identified and involved as required. • Resources identified and available for others to share. • Symposium planned and delivered
Team contribution and effectiveness	<ul style="list-style-type: none"> • Positive contribution to team environment through the demonstration of behaviours that reflect Lung Foundation Australia values – BE FAIR. • Work in a consultative manner with the senior leadership team and in collaboration with broader team to achieve goals. 	<ul style="list-style-type: none"> • Actively participates and contributes to the values of the organisation. • Engages proactively in shared learning environment. • Where feasible attends and contributed to broader organisations events.

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	<ul style="list-style-type: none"> • Work synergistically within and across teams of Lung Foundation Australia. • Regular cross-organisation communication of program activity. • Participation in Lung Foundation Australia events and meetings as required. • Compliance with Lung Foundation Australia values, policies, procedures and statutory obligations. 	
<p>Workplace Health & Safety (WHS)</p>	<ul style="list-style-type: none"> • Compliance with legislative and Lung Foundation Australia WHS Policy. • Ensure a safe working environment for self and others, including when working from home. 	<ul style="list-style-type: none"> • Comply with the organisations OHS&W policies and procedures. • Cooperate with the organisation in relation to activities undertaken to comply with OHS&W and environmental legislation

SECTION 3

REPORTING RELATIONSHIPS

This is one of several positions reporting to the Senior Manager (COPD Program)

EXTERNAL RELATIONSHIPS

This position works with a variety of internal and external stakeholders to deliver projects and activities.

Periodic visits to participating hospital sites in Victoria will be a requirement of this role

SECTION 4

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place six monthly with the Senior Manager (COPD Program)

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 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

Version control

Approved by CEO

15/04/2024

Review date

30/12/2025