

Position Description

Position Title	Project Officer – Health Professional Learning
Location	Brisbane, Sydney or Melbourne
Team	Clinical Programs, Research and Innovation
Employment Status	Full-time on a maximum term contract to 31 December 2025.
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (Social and Community Services)
Level	4
Reports to	Program Manager - Health Professional Learning
Direct Reports	Nil
Version	April 2024

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

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. 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 over the last three years.

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

PURPOSE OF THIS ROLE

The Lung Learning Program is a world-first in respiratory health, setting Australia's best-practice standards for lung health education and training. The program aligns to the Australian Government Department of Health's National Strategic Action Plan for Lung Conditions (2019-2024), which prioritises the critical role of ongoing education and training in primary care. In response to this priority, the Lung Learning Partnership (Thoracic Society of Australia and New Zealand, Asthma Australia and Lung Foundation Australia) founded a new program and concept through two key products: the Lung Learning Framework, and the Lung Learning Hub.

With continued federal investment, the next phase of the project will focus on implementation, growth and development of the Lung Learning Program. The Project Officer – Health Professional Learning role is central to implementation. Working as part of a broader project team and reporting to the Program Manager - Health Professional Learning, the Project Officer is responsible for development, enhancement and deployment of contemporary learning resources and overseeing Lung Foundation Australia's accreditation and continuing professional development programs.

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

Qualifications

This role is ideally suited to an individual with formal qualifications in public health, science, policy or a related discipline.

Experience

This role is ideally suited to an individual with experience in project and/or program coordination or management. Experience in the not-for-profit, health and/or education sectors would enhance your suitability.

Relevant experience includes:

- Implementation of established project plans and contributions to evaluation and reporting activities
 - Stakeholder engagement, including internally within project teams, and externally with key opinion leaders
 - Development of educational programs, resources, and/or other assets
 - Participation in instructional design processes to deliver project outputs
 - Delivery of activities using online formats, such as webinars and self-paced eLearning modules
 - Utilisation of client relationship management/database software such as Salesforce CRM
 - Contributing to the quality monitoring and evaluation of projects including data aggregation, analysis and professional writing for the purpose of reporting to funders against established Activity Plans

Knowledge and Skills

As the ideal candidate, your skills and attributes include:

- Project coordination, including demonstrated skills in:
 - Ability to prioritise caseload effectively and autonomously
 - Excellent interpersonal communication
 - Problem solving
 - Delivery of project activity in time with a focus on providing quality service
 - Timely escalation of risk as appropriate
- Demonstrated capacity to effectively engage internally with colleagues and externally with stakeholders to achieve project deliverables on time, and to a high standard
- Ability to deliver on established project plans and associated activity
- Information and communication technology skills (or demonstrated capacity to learn effectively) in:
 - Videoconference platforms (MS Teams/Zoom)
 - ON24 presentation manager
 - Education platforms/learning management systems advantageous but not required

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

- National Police 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.

Key Areas of Responsibility	Performance Outcomes
<p>Supporting implementation of the Lung Learning Program Activity Plan.</p>	<ul style="list-style-type: none"> • Work under the general direction of the Program Manager to support the design, review, and quality assurance of evidence-based and multi-modal health professional education and training initiatives as per established Activity Plans. Education will focus on workforce competency in: <ul style="list-style-type: none"> ○ Diagnosis of breathlessness ○ A stepwise approach to the management of COPD to prevent exacerbations ○ Interpretation of the National Guidance for Doctors Assessing Workers Exposed to Respirable Crystalline Silica Dust (with specific reference to engineered stone-related silicosis) ○ Dust Diseases and Occupational Lung Disease • Under the direction of the Program Manager, develop and manage time-limited project plans to achieve identified specific and desired performance outcomes. • At the direction of the Program Manager, establish and coordinate time-limited working groups comprised of multi-disciplinary health professionals to inform the design and development of education and training. This may involve supporting the evidence-translation process to achieve update/publication of education resources, materials and information for both a health professional and consumer audience. • Support implementation of the Lung Learning Cultural Safety Framework. • Support the quality assurance process to ensure Lung Foundation Australia health professional learning products align with the Lung Learning Framework and best-practice principles of adult learning. • Lead the accreditation of new education with peak bodies and professional colleges.

	<ul style="list-style-type: none"> • At the direction of the Program Manager, engage and support multi-disciplinary health professionals as speakers/presenters, educators to deliver education and training activities such as webinars, virtual learning sessions and face to face events. • Support planning and delivery of medical/health education events and conferences led by Lung Foundation Australia, such as the Australian Lung Cancer Conference. • Attend and support exhibition logistics for Lung Foundation Australia's presence at other industry events as part of the National Lung Learning roadshow • If required, engage and provide support across Lung Foundation Australia with respect to the design, review/update and delivery of education and training initiatives. This may include engaging with colleagues to provide advice on products already developed and/or required in program areas not related to health professional education e.g. consumer-facing education. Established Activity Plans (with respect to education and training activities) are implemented with appropriate risk mitigation, collaboration with colleagues and consultation with stakeholders. • Collaborate with the Program Manager and internal LFA teams to design and implement marketing and promotion strategies for the Program.
Governance	<ul style="list-style-type: none"> • At the direction of the Program Manager, contribute to the interpretation and administration of areas of work including secretariat support to established clinical committees and/or time-limited working groups. • Contribute to the development and documentation of standard operating procedures for the Program.
Continuous quality monitoring and improvement	<ul style="list-style-type: none"> • Set outcomes and further develop work methods where general work procedures are not defined including close monitoring of Program activities/milestones within the responsibility of the Project Officer to ensure delivery is achieved on time and within budget. • Timely communication regarding any issues of concern to Program Manager and implementation of risk mitigation strategies as per Activity Plan.

	<ul style="list-style-type: none"> • Contribution to project evaluation through data aggregation and professional writing. • Contribute to quality assurance of the Program (activity level and organisational level). • Oversight and continuous quality improvement of Lung Foundation learning architecture systems, including LearnUpon, the Articulate suite and CRM integration.
Stakeholder Engagement	<ul style="list-style-type: none"> • Prompt and positive engagement with internal and external stakeholders to support achievement of defined Program milestones. • Evidence of strong stakeholder engagement and relationship management is evident in the delivery of all activities.
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. • 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.
Workplace Health & Safety (WHS)	<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.

SECTION 3

REPORTING RELATIONSHIPS

This role reports to the Clinical Program Manager – Health Professional Learning.

EXTERNAL RELATIONSHIPS

This role works with a variety of internal and external stakeholders to deliver the Lung Learning Program and the broader learning activities of Lung Foundation that have a health professional and/or education focus.

SECTION 4

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place six monthly with the Program Manager – Health Professional Learning.

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