

Position Description

Position Title	Senior Manager, Occupational Lung Disease (OLD)
Location	Brisbane
Team	Policy, Advocacy and Prevention
Employment Status	Full-time – 12-mth maximum term contract
Reports to	Chief Executive Officer
Date	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.

Position Description

OUR TEAM

Lung Foundation Australia is an award-winning not for profit organisation. 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 and 2021. Before applying we encourage you to learn more about our Mission and impact by reading our Annual Impact Report here: <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. Over the next three years, Lung Foundation Australia is anticipated to increase its headcount by 50%+ as new offices are opened, and new projects are commenced.

SECTION 2

PURPOSE OF THIS ROLE

The Senior Manager - OLD is responsible for the planning, implementation, evaluation and reporting on the program deliverables for Occupational Lung Disease grant (2022-2025).

The Occupational Lung Disease grant activities encompass leading the delivery of:

- Patient and carer / family support including a telephone-based nurse and social work service.
- A yearly national awareness and education campaign
- A National Occupational Lung Disease Research Strategy
- A Rapid Response Protocol
- Continued training and education for health care professionals consistent with the Lung Learning Education and Training Framework (the Framework) – To be confirmed.

This role will lead the program and a small team of coordinators to facilitate its execution with both the relevant Lung Foundation Australia staff members and key external stakeholders to achieve the activities outlined in the relevant Department of Health approved workplans within designated timeframes and budget whilst attaining key performance indicators.

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

Qualifications

This role is ideally suited to an individual with a public health or other relevant background such as program management. Prior experience in the not-for-profit sector would enhance your suitability.

Experience

Experience in leading a small team, building strong collaborations with a range of stakeholders, managing contracts, targets and budgets would be desirable.

Position Description

Knowledge and Skills

As the ideal candidate, your skills and attributes include:

- Experience delivering projects or programs from concept through to development and implementation to evaluation and quality improvement
- Experience working in or extensive knowledge of the health and/or community sectors
- Experience working in or extensive knowledge of occupational lung disease, including an understanding of how it applies to health and work health and safety legislation
- Demonstrated success in the management and implementation of community health or education programs
- A consumer-centric approach to program implementation
- Highly developed written and verbal communication skills
- Ability to work autonomously and cross-functionally across teams
- Ability to independently plan, implement, evaluate and report on established project plans and associated activity
- Proven leadership skills with ability to provide direction, supervision and support to staff and peers
- Ability to effectively and efficiently manage multiple workplans and priorities simultaneously
- Demonstrated experience managing external stakeholder relationships and working collaboratively to achieve joint objectives
- Experience developing an understanding of, and outcomes in, working with high-risk populations
- Experience in utilising client relationship management / data base software such as Salesforce / CRM
- Formal qualifications in health and/or education, with demonstrated experience in the application of occupational lung disease, health or work health and safety programs

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
Team leadership	<ul style="list-style-type: none"> • Lead, supervise and motivate a small team of coordinators • Ensure the team are on task and achieving relevant workplans and deliverables under the Occupational Lung Disease grant • Build a positive team culture that contributes to the success of the project and Lung Foundation Australia (LFA) to the benefit of the program beneficiaries.
Finance management	<ul style="list-style-type: none"> • Plan, develop, monitor and proactively manage the program's budget to ensure appropriate budgeting controls are in place • Ensure all financial reports are provided on time and consistent with contractual obligations.
Program Management	<ul style="list-style-type: none"> • Activities are monitored, evaluated and data recorded on effectiveness of programs • Reports are delivered to funders as per contract requirements.

Position Description

Stakeholder management	<ul style="list-style-type: none"> • Work collaboratively with external stakeholders to achieve shared objectives • 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 • Proactively manage strategic internal and external relationships including Department of Health at federal and state levels, Occupational Lung Disease (OLD) Expert Working Group, Project consultants (i.e. PR Agencies) • Establish an OLD Consumer Working Group / Reference Group that is meaningfully engaged in the program objectives.
Deliver an information and support service for people living with OLD, as well as their families / carers, to support effective self-management practices	<ul style="list-style-type: none"> • In conjunction with the Senior Manager Information and Support, expand upon LFA's existing Respiratory Care Nurse Service to extend to people living with OLD. The nurse will provide information and support on areas such as disease treatment / management and self-management strategies • In conjunction with the Senior Manager Information and Support, expand upon LFA's existing Social Worker Service to extend to people living with OLD, as well as their families / carers. The social worker will provide information and support on areas such as lifestyle choices, relationships, mental health and access to treatment and support services, as well as referral to other support organisations • Oversee the development of a Silicosis Action Plan
Deliver awareness and education campaigns to improve knowledge of occupational hazards that affect the lungs, promote safe workplaces and increase awareness and understanding of OLD among high-risk individuals	<ul style="list-style-type: none"> • In conjunction with the Senior Manager Marketing and Communications, facilitate the development and delivery of a yearly national OLD campaign to: <ol style="list-style-type: none"> a) Raise awareness of the risks of exposure to hazardous agents in the workplace and consequentially lung health and b) Effect behaviour change among high-risk individuals
Build knowledge about the prevention, diagnosis and management of OLD	<ul style="list-style-type: none"> • In collaboration with the General Manager Clinical Programs, Research and Innovation, oversee the development of the National OLD Research Strategy • Oversee the development of a Rapid Response Protocol
Workplace Health & Safety (WHS)	<ul style="list-style-type: none"> • Comply with legislative and Lung Foundation Australia WHS Policy • Ensure a safe working environment for self and others.

Position Description

Team Memberships	<ul style="list-style-type: none"> • Work in a consultative manner with the Senior Leadership Team and in collaboration with the broader team to achieve goals. • Regular cross organisation communication of program activity • Participation in Lung Foundation Australia events and meetings as required • Lung Foundation Australia values, policies, procedures and statutory obligations are followed.
-------------------------	--

SECTION 3

REPORTING RELATIONSHIPS

The role will report to the CEO.

As a member of the Senior Leadership Team the position works in close collaboration with the Senior Manager Information and Support and the Senior Manager Marketing and Communications.

The following positions report to the Senior Manager:

- Occupational Lung Disease Research Officer
- Occupational Lung Disease Project Officer

EXTERNAL RELATIONSHIPS

The Senior Manager - OLD works with a variety of internal and external stakeholders to deliver projects and activities.

The Program Manager will liaise with:

- The Australian Government Department of Health (the funder)
- Relevant State and Territory Government Health and Work Health and Safety Departments
- Subject to confirmation, The Thoracic Society of Australia and New Zealand to support the delivery of health professional education
- Relevant stakeholders in Aboriginal and Torres Strait Islander health services, Culturally and Linguistically Diverse services and relevant organisations involved in occupational lung disease prevention and management.

SECTION 4

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place six monthly with the Chief Executive Officer using the LFA Executive Competency Framework.

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 Program Manager position. Other appropriate duties may be assigned that are not listed in the position description.

Position Description



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

(Employee name)

Date