

Position Description

Position Title	Bronchiectasis Program Manager
Location	Brisbane, Sydney or Melbourne
Team	Clinical Programs, Research and Innovation
Employment Status	Full-time
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (Social and Community Services)
Level	5
Reports to	General Manager Clinical Programs Research & Innovation (CPR&I)
Direct Reports	Nil
Version	January 2025

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 is an Employer of Choice.

Lung Foundation Australia is embarking on a new corporate strategy following five years of sustained growth in brand, influence, funding, and reach. Our strong performance saw the Lung Foundation Australia named Non-Government Organisation of the Year in 2020 and 2023 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. Over the next five years, Lung Foundation Australia is anticipated to increase its headcount by 100%+ as new offices are opened, and new projects are commenced.

SECTION 2

ABOUT THE BRONCHIECTASIS PROGRAM

The Bronchiectasis Program is a newly identified priority for establishment within Lung Foundation Australia, designed to bring together multiple areas of current and potential new work under a united and comprehensive programmatic approach. In its implementation, the Bronchiectasis Program seeks to:

- Engage key opinion leaders, consumers and relevant stakeholders in bronchiectasis, both nationally and internationally.
- Promote evidence-based, best-practice approaches to bronchiectasis early identification, diagnosis, management and long-term support.
- Enable health professionals to develop capability and targeted competencies to enhance the quality of patient care and reduce unwarranted variation.

- Educate, empower and activate consumers to advocate for and participate in their care.
- Lead and fund research that advances knowledge and clinical care in bronchiectasis.
- Represent the bronchiectasis community as a leading voice in advocating for funding and improvement across health and research sectors.

The intended outcomes of the Bronchiectasis Program are to:

- Ensure people diagnosed with bronchiectasis have a pathway to access Lung Foundation Australia's information and support services, including the respiratory nurse service and consumer education initiatives.
- Increase the awareness and understanding of bronchiectasis among the general public, health professionals (primary and secondary care), diagnosed individuals, and governments.
- Contribute to improving the quality (appropriateness, effectiveness) of clinical care provided to those diagnosed with bronchiectasis in alignment with evidence-based guidelines and best-practice recommendations.
- Advance the understanding of bronchiectasis in paediatric and adult populations.
- Study the epidemiology and clinical characteristics of bronchiectasis and its management in Australia (including risk factors for bronchiectasis and disease progression) via the Australian Bronchiectasis Registry and other research activities.
- To facilitate opportunities for patients to be involved in research, including clinical trials and also identifying research priorities and advocating for the needs of patients and families living with the condition.
- Maximise research translation, including key processes of care for bronchiectasis diagnosis and management, the development and dissemination of patient-centred educational and self-management resources, and improving the quality of patient care.

PURPOSE OF THE ROLE

The Program Manager is responsible for overseeing and coordinating the establishment, implementation, promotion and evaluation of the Bronchiectasis Program, engaging a wide range of audiences and stakeholders. This includes bringing together a cross-functional team and working closely with the Lung Foundation Australia executive and senior management teams to design a consumer-centric program model, develop strategic goals and consult with stakeholders to plan and deliver activities in alignment with the organisation's theory of change.

The Program Manager also has responsibility for managing and developing relationships with key stakeholders in bronchiectasis from both clinical and research sectors and as such, will act as the Secretariat for the Australasian Bronchiectasis Consortium, and its associated Subcommittees (Clinical Practice, Scientific, Research and Clinical Trials, Australian Bronchiectasis Registry).

As a key deliverable of the Australian Bronchiectasis Registry Subcommittee, the Program Manager also has responsibility for leading the implementation and enhancement of the Australian Bronchiectasis Registry, with input from Subcommittee members and external partners.

The Program Manager will be supported by the General Manager however is expected to apply previous knowledge, skills and experience to take a lead role in risk identification/mitigation, decision making and achieving KPIs through a quality assurance / continuous quality improvement lens.

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

Qualifications

This role is ideally suited to an individual with formal tertiary qualifications in allied health, health sciences, population health, research administration or a related field. Recognised qualifications in project management are highly desirable.

Experience

- Research and/or health sector experience with an understanding of evidence-based practice, and clinical research processes (specific knowledge of respiratory medicine would enhance the position but is not required).
- Demonstrated experience in program development and management, preferably within the health sector, with a proven track record of delivering multi-faceted programs.
- Demonstrated experience in the development, implementation and evaluation of programmatic strategy aligned to organisational objectives, and creation of activity work plans and budgets.
- Experience developing, overseeing and implementing program governance frameworks and Standard Operating Procedures.
- Extensive experience in stakeholder engagement and relationship management, particularly with clinical advisors and committees, funding partners, implementation partners, and other health and research organisations.
- Experience preparing high quality written reports for stakeholders and funding partners, as well as other written materials for Program end-users.
- Experience in REDCap (administrator level) is highly desirable, including the ability to export, statistically manipulate, analyse and present data.

Knowledge and Skills

As the ideal candidate, your knowledge and skills include:

- A demonstrated understanding of Australian human research ethics and research governance processes is highly desirable.
- Developed understanding of best-practice approaches to identifying and mitigating data risks, both in the context of research activities and compliance with organisational policies & procedures.
- Highly developed stakeholder engagement and relationship management skills with a proven ability to effectively engage existing and new partners, to facilitate/reach consensus aligned to overarching strategy, and implement associated decisions/outcomes and processes.
- Advanced project management skills, including ability to develop and manage activity plans, budgets and undertake quality assurance and strategic planning processes in partnership with internal and external stakeholders.

- Highly developed written and verbal communication skills with proven ability to work synergistically with team members and stakeholders to achieve results. Previous experience working with senior leaders and/or executive teams would enhance your suitability.
- High developed skills in Microsoft Office software, Sharepoint and confidence utilising client relationship management systems such as Salesforce is essential. Administrator level REDCap experience is highly desirable.
- A working knowledge of research and academic institutions (Universities) including how to facilitate and support engagement from research stakeholders.
- Experience working in alignment with best-practice approaches to engaging and involving consumers in program activities, including research activities.

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	Responsibilities
<p>Program Management</p>	<ul style="list-style-type: none"> • Within the first 6 months, work with the LFA Executive Team and key identified stakeholders to define the Program model and develop an outcomes framework (program logic) that defines the key objectives, outcomes and impact that LFA is looking to develop for Bronchiectasis and other related topic areas. This is supported by a robust evaluation plan that captures appropriate data to develop reporting insights. • Collaborate with the recognised key opinion leaders, members of the Australasian Bronchiectasis Consortium and the Lung Foundation Australia team to develop innovative strategies for Program implementation with particular focus on evidence of impact and sustainability. • With support and approval/sign-off from the General Manager, effectively and efficiently develop annual activity work plans and budgets for the Bronchiectasis Program aligned to strategic and operational organisation goals, with input from internal and external stakeholders. • Work cross-functionally to deliver activity work plans within budget. This includes quality monitoring and evaluation of annual activity work plans, taking responsibility for all activities and working collaboratively with Program stakeholders and LFA teams to achieve results. • Maintain and advance organisational knowledge of international and domestic best practice in bronchiectasis diagnosis and management and opportunities to adopt these into the Australian context.

	<ul style="list-style-type: none"> • Provide advice to the Lung Foundation Australia team and research program on the key priorities for bronchiectasis research. • Contribute to business development opportunities that will attract funding for the Program from government, industry and other non-government sources. • Develop and maintain SOPs for activities across the Program.
Governance	<ul style="list-style-type: none"> • Act as the Secretariat for the Australasian Bronchiectasis Consortium and its sub-committees with key responsibilities including regular Chair liaison and support, scheduling meetings, developing and distributing meeting papers. • Oversight of time-limited project working groups as required. • Develop documentation to guide and report on Committees' activity. • Coordinate input, as required, from the Australasian Bronchiectasis Consortium and its sub-committees to advise on activities and initiatives of Lung Foundation Australia.
Australian Bronchiectasis Registry (ABR)	<ul style="list-style-type: none"> • Oversee the day-to-day operations of the ABR, including developing annual activity work plans, budgets and providing Secretariat support to the ABR Sub-Committee. • Manage lead HREC and governance applications, amendments, progress reports and any meetings or agreed research projects. • Work with the General Manager and LFA Chief Financial Officer (CFO) to establish and oversee service-level agreements between LFA and the ABR implementation partner / data host. • Work collaboratively with the appointed implementation partner / data host to facilitate best-practice governance of the ABR, ensure output of the host aligns with service-level agreements and that registry stakeholders are satisfied. • Manage the REDCap IT platform and undertake an administrator role for project setup and liaising with the data host to provide user access and to triage and troubleshoot issues where required. • Engage positively and proactively with new and existing sites to maximise interest and engagement in the ABR. This includes supporting onboarding, training, compliance checks and ongoing communication/support, such as site visits. • Maintain relationships with bronchiectasis registry programs and stakeholders in New Zealand, Europe and Asia. • Develop quality assurance processes to monitor and improve data quality and completeness with support from stakeholders and implementation partners, as required. Implement QA processes to advise and support sites to address data quantity and quality issues. • Work with the LFA Operations team, ABR implementation partner / data host, and relevant others to develop, organise, facilitate, distribute, update and maintain ABR documents and reports.

	<ul style="list-style-type: none"> • Upon request, assist sites PIs with agreed data export, analysis and/or research activities, which may include input preparation of abstracts, posters, grant applications and manuscripts.
Reporting	<ul style="list-style-type: none"> • Prepare reports and data for conferences and support site-specific presentations. • Develop and produce regular sponsor and stakeholder milestone reports including regular Lung Foundation reporting • Work with the data host to provide regular site reports on agreed metrics of data quantity and quality.
Stakeholder Management Relationships & Communications	<ul style="list-style-type: none"> • Demonstrated effectiveness in working collaboratively with all Program stakeholders to achieve shared objectives as evidenced by strong stakeholder engagement and delivery timely delivery of activities to a high standard. • Sustainable multi-year relationships are developed and maintained with external stakeholders including Government and Non-Government organisations, industry partners, and corporate partners. • Work with the General Manger, ABC Chair and LFA marketing and communications team to design and deploy a promotional strategy and plan which proactively promotes the Bronchiectasis Program and its activities to consumer, health professional and research audiences. This may include the delivery of events, symposia, and other initiatives upon request.
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.
Continuous quality monitoring and improvement	<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 the General Manager and implementation of risk mitigation strategies as per annual activity work plan. • With support from the General Manager, lead Program evaluation through data aggregation and professional report writing.
Team contribution and effectiveness	<ul style="list-style-type: none"> • Work in a consultative manner with the Lung Foundation Australia senior leadership team and in collaboration with broader team to achieve goals. • Regular cross-organisation communication of program activity. • Participation in Lung Foundation Australia events and meetings as required. • Contribute to LFA's LungIQ initiative as the portfolio lead for bronchiectasis, working synergistically with internal and external

	<p>stakeholders to undertake review and enhancement of LFA's evidence-based consumer and health professional resources.</p> <ul style="list-style-type: none"> • Upon request from the General Manager, act as a key contact for strategic research partnerships and other initiatives in bronchiectasis.
Workplace Health & Safety (WHS)	<ul style="list-style-type: none"> • Ensure a safe working environment for self and others, including when working from home.

SECTION 3

REPORTING RELATIONSHIPS

The Program Manager reports to the General Manager Clinical Programs Research and Innovation. The Chair of the Australasian Bronchiectasis Consortium also plays a critical role in supporting the Program Manager.

EXTERNAL RELATIONSHIPS

The Program Manager works closely with the Australasian Bronchiectasis Consortium, Program stakeholders and key opinion leaders in bronchiectasis.

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 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