

Position Description

Position Title	Project Officer - Lungs in Action
Location	Brisbane, Sydney or Melbourne
Team	Clinical Programs, Research and Innovation
Employment Status	Full-time on a 12-month maximum term contract
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (Social and Community Services)
Level	4
Reports to	General Manager Clinical Programs, Research and Innovation
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

PURPOSE OF THIS ROLE

The Project Officer - Lungs in Action is responsible for strengthening Lung Foundation Australia's engagement with stakeholders of the Lungs in Action Program (the Program) to achieve strategic objectives endorsed by the Lung Foundation Australia Board. These are to:

- Develop new partnerships with Australian exercise professionals and agencies with a vested interest in community exercise maintenance programs, to increase awareness of Lungs in Action and its role in the rehabilitation pathway.

- Build a capable, resilient, and engaged Lungs in Action workforce by delivering capacity and capability initiatives to sustain current workforce and strategically grow our network of Lungs in Action providers to maximise patient access.
- Position the Lungs in Action program in the patient care continuum, complementing existing health services and pathways and aligning Lungs in Action to State/Territory health priorities and objectives.
- Facilitate patient access to Lungs in Action as an evidence-based culturally safe and quality assured exercise maintenance program that improves health and social outcomes.
- Contribute to the growth and development of the evidence-base of community models of exercise rehabilitation.

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

Qualifications

Formal qualifications in allied health or exercise and/or relevant qualification in community engagement / development.

Experience

Previous experience in implementation of preventative/public health and/or community programs is required. Prior experience in the not-for-profit sector would enhance your suitability.

Knowledge and Skills

To be successful in this role, you will need to have:

- Highly developed written and oral communication skills, with the ability to communicate confidently, effectively and persuasively to a range of different audiences.
- The ability to interpret program strategy, as set by the LFA Board and/or senior leadership team, for the purpose of identifying program priorities.
- The ability to develop and implement an annual activity plan with the support of your manager, inclusive of developing activities in alignment with program priorities, assessing/mitigating risks, developing and maintaining stakeholder relationships (both internal and external) and contributing to budget management and quality monitoring and reporting.
- Proven ability to work autonomously, collaboratively and cross-functionally with various types of teams / talents.
- Demonstrated ability to manage multiple priorities simultaneously.
- Experienced in Microsoft Office 365, and confidence utilising client relationship management systems such as Salesforce / CRM.
- Ability to travel interstate to engage with program stakeholders and to other office locations as 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.

Areas of Responsibility	Key Responsibilities and Performance Indicators
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<p>Program Strategy</p>	<ul style="list-style-type: none"> • Under the direction of the General Manager, the Lungs in Action Program is implemented in alignment with defined Program objectives, as endorsed by the LFA Board (refer to Purpose of the Role above). • As requested, contribute to strategic planning for the Lungs in Action Program. • As requested, reporting to LFA Board, on Program progress against defined strategic objectives. • Identify strategic partnership opportunities to increase Program reach and facilitate participant access.
<p>Program / Project Management</p>	<ul style="list-style-type: none"> • With supervision and support from the General Manager, effectively implement the annual Program activity plan on time, within budget and with appropriate quality monitoring, risk mitigation and evaluation/reporting. • Jan-Aug 2025: With supervision and support from the General Manager, effectively oversee x3 funded projects in alignment with established activity plans and budgets, with appropriate quality monitoring, risk mitigation and evaluation/reporting. • Develop an annual activity plan, budget and risk management plan in alignment with key Program strategic objectives, consumer needs and lived experience. • Deliver Program activities as per the annual activity plan and budget. • Contribute to end of month budget review and reforecasting. • Oversee time-limited project plans and maintain relationships with funders. • Oversight of multiple Program activities simultaneously ensuring cross-team collaboration where relevant (as per RACI matrix) to achieve timelines. • Contribute to maintenance and review of Program assets including information resources, service directory, referral pathway and stakeholder database. • Documentation of Program processes and quality improvement activities. • Contribution to Quality Assurance processes. • Facilitate program evaluation through data aggregation, analysis and reporting. • Develop new partnerships with Australian exercise professionals and agencies with a vested interest in community exercise maintenance programs, to increase awareness of LIA and its role in the rehabilitation pathway.
<p>Program Governance</p>	<ul style="list-style-type: none"> • Appoint and appropriately engage an Advisory Committee of key opinion leaders in pulmonary exercise to support implementation and continuous improvement of the Lungs in Action Program.

	<ul style="list-style-type: none"> • Act as the Secretariat for the Advisory Committee effectively and efficiently, as evidenced by ongoing engagement of members. • Develop and maintain a Terms of Reference for the Advisory Committee using a standardised template. • Maintain an effective working relationship with the appointed Chair of the Advisory Committee through regular liaison and support. • Schedule Advisory Committee meetings, develop and distribute meeting papers, including agendas, minutes and other resources. • Seek input from the Advisory Committee when developing annual activity plans for the Program. • Engage Advisory Committee members, where relevant, to contribute their expertise / skills to activities with the annual activity plan. • Consult with Advisory Committee to ensure the Program implementation model aligns to the most up to date research evidence. • Engage the Advisory Committee members in continuous quality improvement activities, where relevant.
<p>Program Sustainability and Growth</p>	<ul style="list-style-type: none"> • Position Lungs in Action as a critical component of the rehabilitation pathway for consumers with chronic lung conditions. • Contribute effectively to Program promotion to target audiences. • Effectively oversee Program evaluation and reporting activities. • Contribute effectively to team activities designed to secure funding for the Lungs in Action Program e.g. grant opportunities, industry proposals, requests for tender, government submissions. • Seek input from clinical experts and literary sources to ensure the Program eligibility criteria reflects current evidence-based recommendations and where possible, can be expanded to additional lung conditions to increase access. • With input from the LFA team, LIA Advisory Committee and relevant Program stakeholders, contribute to the development and implementation of Program growth strategies to increase consumer access in priority areas, including underserved regions and those with a high burden of chronic respiratory conditions. • With guidance and input from the General Manager and LIA Advisory Committee, facilitate evaluation of Lungs in Action Program through engaging Program providers in biennial data collection (utilising the LIA minimum dataset). • Work with appointed contractors / partners to undertake data analysis for the purpose of outcome reporting. • Under the guidance of the General Manager, work cross-functionally with the LFA team and external stakeholders to increase awareness of the Program with potential funders and strategic partners, including industry, government and non-government organisations. • Maintain a current case of support for the Program • Work in consultation with the LFA marketing and communications team to maintain, review and deploy a marketing and communications

	<p>strategy for the Program, inclusive of key messages for stakeholder audiences and selection of appropriate engagement tactics.</p> <ul style="list-style-type: none"> • Identify and pursue, in collaboration with General Manager and relevant LFA team members such as the Grants Manager, funding opportunities aligned to Program strategic objectives. • Contribute to the development of government submissions such as federal and state budgets and election platforms.
<p>Workforce capacity and capability building</p>	<ul style="list-style-type: none"> • Maintain, review and enhance a suite of evidence-based and quality-assured education and training assets for the Lungs in Action Program. • Facilitate national uptake of education and training assets by target audiences, as evidenced by increases in enrolment and completion data. • Relationships with LFA's national network of Lungs in Action Instructors are proactively maintained. • Connections between PR providers and Lungs in Action Instructors are facilitated to increase workforce collaboration and patient referral. • Ensure all education and training assets reflect current evidence-base and best-practice recommendations relating to exercise for people with chronic respiratory conditions. • Facilitate content review of education and training assets in the instance of a change/update in best-practice recommendations. • Work cross functionally within the LFA team to ensure education and training assets reflect a best-practice approach to adult learning and meet quality assurance standards of the Lung Learning Program. • Promote the Lungs in Action training to exercise professionals via digital channels, events and conferences to increase participation in priority regions. • Maintain regular contract with all Lungs in Action Instructors to support implementation and sustainability of classes, ensure compliance with the established Program model and completion of annual obligations. • Work collaboratively with the Pulmonary Rehabilitation Program Manager to maintain an inclusive community of practice for pulmonary exercise health professionals.
<p>Team culture and collaboration</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 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.
<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.

SECTION 3

REPORTING RELATIONSHIPS

This is one of several positions reporting to the General Manager Clinical Programs, Research and Innovation. The Project Officer - Lungs in Action has no direct reports but works closely with the Pulmonary Rehabilitation Manager to ensure successful and complementary implementation of activity workplans.

EXTERNAL RELATIONSHIPS

The Project Officer - Lungs in Action works proactively to develop and maintain positive relationships with program stakeholders, relevant organisations and networks.

SECTION 4

PERFORMANCE APPRAISALS

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