

Position Description – Senior Program Manager (Flinders HealthCARE Centre (FHC))

Created May 2026

POSITION DETAILS

Portfolio	College of Health and Enablement
Organisational Unit	College Executive
Supervisor (Title)	Program Director Flinders HealthCARE Centre (FHC)
Classification	Higher Education Officer Level 9
Employment Type	Fixed-term, full-time

POSITION SUMMARY

The Flinders HealthCARE Centre (FHC) is a multidisciplinary education, research, and healthcare facility located at the heart of Flinders Village and co-funded by the Australian Government and Flinders University. Scheduled to open in 2029, FHC will support the delivery of approximately 1,300 additional health graduates and up to 10,000 additional episodes of health and community care annually, bringing together education, research, and health and community services to enable new models of care, innovative use of technology, and transformative learning. To support the transition from construction to operational readiness and ensure the facility opens safely, effectively, and in alignment with approved objectives, timelines, and available resources, a dedicated Activation Program has been established.

Under broad to generally unguided supervision, the Senior Program Manager (FHC) will have primary responsibility for supporting the governance structure of the FHC Activation Program. The Senior Program Manager (FHC) will ensure that multiple workstreams and enabling streams deliver in a coherent, sequenced and activation-ready manner.

This position supports the Activation Program by translating strategic direction into executable plans, maintaining governance discipline and ensuring risks, dependencies and readiness issues are actively managed and escalated. The Senior Program Manager will work collaboratively with key stakeholders to support change management and communication in order to achieve the desired business outcomes.

Reporting to the Program Director, FHC, the Senior Program Manager (FHC) will bring significant experience and sound knowledge in education and ideally in clinical operations, with the ability to foster cultural alignment during the transition into the new building.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.

Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID-19 in line with the SA Health policy.

KEY POSITION RESPONSIBILITIES

The Senior Program Manager (FHC) is accountable for:

1. Leading day-to-day integrated program management for the FHC Activation Program, including governance, reporting, risk and dependency control, and coordinated readiness for transition into the new facility.
2. Developing, maintaining and communicating the integrated FHC Activation Program Plan, including scope, milestones, deliverables, resourcing assumptions and critical path.
3. Managing cross-workstream interdependencies, sequencing and milestone attainment; resolving conflicts and escalating constraints where required.
4. Ensuring alignment across workstreams, enabling streams and sub-working groups through clear governance cadence, consistent artefacts and agreed decision pathways.
5. Maintaining program-level risk, issue, dependency and decision registers, including owners, due dates, mitigations and status reporting.
6. Coordinating the preparation of high-quality briefs, dashboards, papers and recommendations for the Workstream Leads.
7. Tracking and driving follow-through on Workstream Committee decisions, actions and commitments, including timely closure and evidence of completion.

8. Monitoring delivery progress against plan, benefits realisation trajectories and activation readiness criteria; highlighting slippage, impacts and corrective actions.
9. Coaching and supporting workstream leads to meet governance and reporting expectations, including schedule updates, risk management, stakeholder engagement and issue resolution.
10. Foster cultural alignment, drive clear communication and promote training during the transition into the new building.
11. Undertaking other duties aligned with the role's level and capabilities as reasonably directed by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Postgraduate qualifications and relevant experience; or an equivalent combination of experience and/or education and/or training
- Demonstrates high level strategic thinking, planning and analytical skills and experience actively contributing to education and/or health projects.
- High level interpersonal influence and demonstrated ability to negotiate and communicate effectively with staff and customers across a diverse organisation.
- High level experience and ability to collate and distil information from a wide range of sources and prepare and compile briefing papers, proposals, presentations and background documents.
- High level problem-solving capabilities, ability to exercise independent judgement and ability to work unguided to determine and prioritise tasks and meet deadlines.
- Proven experience in managing and delivering complex programs in health, education or public sector environments.
- Demonstrates experience in governance, risk and dependency management.
- A commitment to excellence and the principles of continuous improvement and ability to develop and deliver plans, measure outcomes and report on potential improvements for the future.