

Position Description – *Program Manager*

Updated 29 May 2023

POSITION DETAILS	
College/Portfolio	College of Nursing and Health Sciences
Organisational Unit	College of Nursing and Health Sciences
Supervisor (Title)	Professor in Healthy Ageing, Support and Care
Classification	Higher Education Officer Level 7
Employment Type	<i>Fixed-Term for 1 year, Part-Time (0.4FTE)</i>

POSITION SUMMARY
<p>Working under broad direction, the Program Manager will manage the day-to-day coordination of the projects within the Healthy Ageing, Support and Care program. The Program Manager will be required to transition throughout the program, with tasks including facilitation and monitoring of ethics, facilitating recruitment and training of other project staff, establishment of study protocols, and supporting grant applications. The Program Manager will also be responsible for the organisation of recruitment processes, meetings and project events, record keeping, supporting publications, development of website and social media broadcasts, reporting of outcomes and in conjunction with Chief Investigator (CIA)'s, all financial management of the project.</p> <p>The Program Manager will deliver high level coordination and support services for the program team who are undertaking research across ageing including: increasing health and quality of life outcomes through early ageing initiatives, implementing telehealth to increase primary healthcare consultations in aged care, improving care transitions, and reducing restrictive practices in residential aged care settings, with a focus on primary health care, co-design, implementation, and economic evaluation to test and implement models of care to maximise older peoples access and quality of life.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>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:</p> <ul style="list-style-type: none"> 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 <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>COVID-19 vaccination, in accordance with the Flinders University COVID-19 Vaccination Policy (2022) is a condition of employment with the University. Any offer of employment will be subject to the successful</i></p>

candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.

KEY POSITION RESPONSIBILITIES

The Program Manager is responsible for:

1. Maintaining and supporting Ethics and Governance processes associated with the Healthy Ageing, Support and Care program.
2. Delivering high level support of programs database(s) management and security of data.
3. Managing the coordination of program meetings and events, such as agendas, minutes, reporting, IT, catering and travel arrangements.
4. Establishing and maintaining the professional management and communication with all investigators and partners including; webpage, email lists, texting and setting up and broadcasting via social media.
5. End to end project management of all aspects of budget and cost centre management and preparing budget reports for CIA and Governance Committee.
6. Delivering employment and contract management liaison with Adelaide PHN (APHN) and Flinders People and Culture Team.
7. Coordination of partner Memorandum of Understanding (MOUs) and legal contracts in liaison with Research Development Office.
8. Management of office space, computers, facilities and office supplies and equipment.
9. Coordination and liaison of visitors to the program workspaces at both Flinders University and APHN.
10. Ensuring research outputs and maintaining data to ensure timelines are met using Program Logic and Risk Management Strategies and preparing reports for CIA and Governance Committee.
11. Assist with all written and oral reports to funders, Partners, Governance and Steering Committees including publication of final outcomes.
12. Developing and maintaining strategic relationships, collaboration and networks with the stakeholders and industry partners and external organisations, both with the funders, Partners and with an increasing national and/or international focus.
13. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a degree with at least four (4) years' subsequent relevant experience or extensive experience and management expertise in technical or administrative fields or an equivalent combination of experience and/or education and/or training.
- Completion of Good Clinical Practice (GCP) Program.
- Demonstrated knowledge or experience in aged care relevant to healthy ageing, support and care.
- Proven well-developed project management, writing and financial management skills.
- High-level experience with large data management and quality data collection.
- Proven demonstrated ability in priority setting, problem solving, and working to meet acute deadlines with high quality outcomes.
- Demonstrated, well-developed communication skills including web and social media.
- Demonstrated ability to use independent judgement and initiative, under broad supervision, to manage, organise and coordinate activities required for the functioning of a research project.
- Well-developed to high level experience in developing and maintaining links with industry and effective research collaborations.
- Well-developed to high level interpersonal skills, including the demonstrated ability to establish effective relationships with staff, students and industry nationally and internationally.