

Position Description - Program Manager, Multidisciplinary Education Programs NT

Updated 8 February 2024

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	Discipline of Rural and Remote Health
Supervisor (Title)	Deputy Director of Operations
Classification	Higher Education Officer level 7
Employment Type	Fixed-term, Full-time

POSITION SUMMARY
<p>Under broad direction, the Program Manager, Multidisciplinary Education Programs NT will be responsible for professional leadership of the multidisciplinary education programs in NT to ensure cohesion, continuity and best practice, and collaboration with Flinders Rural and Remote Health and College staff.</p> <p>The incumbent will be responsible for planning, implementation, evaluation and reporting including establishment of governance and community engagement committees, preparation of contracts and procurement in consultation with university teams, working in collaboration with project stakeholders to facilitate the implementation of project work plans, monitoring KPI requirements and preparing reports for the Flinders Rural & Remote Executive and other stakeholders as required.</p> <p>Two positions available, one position will be located in Alice Springs and second position will be located in either Alice Springs or any other Flinders University NT campus (Darwin/Katherine/Nhulunbuy). The incumbent will be required to travel to Rural and Remote Health campus locations.</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>Northern Territory Government legislation (the Care and Protection of Children Act 2007) now requires all individuals in child related employment or whose duties involve, or are likely to involve, contact with a child, to hold a valid 'Working with Children Clearance' (Ochre Card). This position involves child related work and is assessed as requiring a Working with Children Clearance/Ochre Card.</i></p>

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.

An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). If required, any offer of employment will be subject to the successful 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, Multidisciplinary Education Programs NT is accountable for:

1. Providing professional leadership by effectively managing the oversight of systems, delivery of education programs and associated projects within NT. Coordinating projects that focus on the development of systems, to create efficient workflow practices and support workforce pipeline initiatives.
2. Managing, leading and providing strategic direction for a team of service-oriented administration professionals, including planning and allocating staff resources, developing, coaching and mentoring employees and managing performance to deliver high quality services to ensure the successful delivery of the multidisciplinary education programs in the Northern Territory.
3. Establishing and maintaining strong working relationships with college and university based student and professional administration and support teams and with external stakeholders as directed to achieve program deliverables.
4. Work cohesively with other Program Managers within RHMT.
5. Providing high level support to senior academic staff to develop education and placement opportunities.
6. Strengthening existing and exploring new stakeholder partnerships that are fit for the context of NT including primary health care centres, hospitals, clinical supervisors and educational providers across NT, and with universities nationally.
7. Develop and oversee associated contracts, procurement, budgets and other administrative processes required to support implementation and reporting of program activities.
8. Providing high level executive support and advice to the relevant Director of the education program, and the Executive more broadly. This will include but are not limited to:
 - Preparing high quality submissions, working papers and accurate statistical reports and documentation for internal and external stakeholders.
 - Contributing to Flinders Rural and Remote strategic planning. Providing advice on relevant governance as it relates to program operations.
 - Working with Community Engagement and Communications Officers to establish and implement marketing strategies to promote education programs activities, including website content management.
 - Providing quality management coordination and administration with particular reference to systems and processes with interpretation, promulgation, and implementation of University policies.
9. Assisting and advising the relevant Director of the education program and RRH executives in the oversight of business processes and collaborating with South Australian counterparts for the benefit of the entire footprint of Flinders Rural and Remote Health.
10. Representing the NT and/or Flinders Rural and Remote Health on internal and external committees and working parties as required.
11. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Relevant tertiary qualification, or equivalent combination of experience and/or education and/or training.
- Demonstrated experience in strategic and business project planning and program implementation, monitoring and evaluation, and quality assurance.
- Demonstrated experience in leading and motivating a team of geographically dispersed service-oriented professionals to deliver high quality services.
- Demonstrated high-level analytical, verbal and written communication skills, including demonstrated capacity to respond to enquiries, interpret and apply policy and procedure, draft correspondence and high-quality executive reports for internal and external stakeholders, manage program budgets and relevant financial processes.
- Demonstrated ability to take initiative, exercise judgment and work collaboratively with stakeholders and colleagues.
- High-level organisational skills, including demonstrated ability in problem solving, priority setting and working to deadlines with high quality outcomes, apply attention to detail and relate tasks to the wider context.
- Demonstrated ability to project manage specific and ad-hoc projects.
- Identifies as an Aboriginal and/or Torres Strait Islander person (*desirable*).
- Demonstrated relevant knowledge and management experience within a rural or remote University environment (*desirable*).