

Position Description - Manager – Health Projects and Partnership (various FTE)

Reports to:	General Manager - Programs	
Functional team	Programs	
Location	Various	
Date	June 2018	
Principal Function(s):	<p>Ensure the quality development, implementation and evaluation of key Asthma Australia initiatives through the delivery of targeted projects.</p> <p>Ensure the ongoing engagement and commitment from Asthma Australia strategic partnerships including health professionals and government bodies to ultimately influence the standard of care delivered to people with asthma.</p>	
Relationships:	<ul style="list-style-type: none"> • Leadership Team • Education and Training Unit • Consumer Support Services Unit • Strategic Initiatives Unit • Income Development Department • Research, Policy and Advocacy Department • Marketing, Communications and Engagement • External Government and health industry bodies 	
Role Area	Responsibilities/behaviours	Performance Outcomes Sought
Project management and delivery	<ul style="list-style-type: none"> • Leading the initiation and implementation of local projects in response to local funding opportunities • Take a leadership role in specific aspects of national projects in conjunction with interstate colleagues (e.g. national AMP projects within schools and communities) • Leading the initiation and implementation of projects aimed at target populations • Driving innovation and new service models to achieve broader reach and greater impact • Design and implementation of a nationally consistent program of support for consumers and health professionals in conjunction with the Strategic Initiatives Manager. 	<ul style="list-style-type: none"> • Projects are delivered on time and project outcomes are achieved • New opportunities and initiatives identified and implemented through strategic project management • Current Asthma Assist and Asthma Connect models scoped and recommendations for change made • Evidence of leadership at a national level on selected topics

Partnerships	<ul style="list-style-type: none"> • Develop, implement and integrate innovative and sustainable partnerships to affect change in the health system through strategic partnerships and system redesign • Identify and maximise effective partnerships to embed Asthma Australia offerings within the health system such as 1800 ASTHMA, PERS, Asthma Assist, Asthma Connect and Education and Training Services • Establishing strong partnerships with stakeholders at the government and community level 	<ul style="list-style-type: none"> • Referrals generated and converted • Strong partnerships established with stakeholders and local and national level • Increased reach and impact of AAL services • Increased reach and capacity of health professionals
Cross program collaboration	<ul style="list-style-type: none"> • Ensure wider Program initiatives are incorporated into the partnerships portfolio including but not limited to driving and servicing referrals and creating opportunities to promote Asthma Australia’s strategic objectives 	<ul style="list-style-type: none"> • Increased reach of programs and services • Evidence of sustainably influencing standards of care through working with partners • Positive feedback from external stakeholders • Increased referrals to AAL services
Contract Management	<ul style="list-style-type: none"> • Delivery and reporting of government contracts at national and local level 	<ul style="list-style-type: none"> • Ensure all government contract obligations are met
Workplace Health & Safety	<ul style="list-style-type: none"> • Ensure compliance with legislative and Asthma Australia WHS policy • Staff are aware of, and adhere to WHS requirements • Ensure a safe working environment for self and others 	<ul style="list-style-type: none"> • All Workplace health and safety programs are followed to ensure a safe working environment for self and others
Team leadership	<ul style="list-style-type: none"> • Provide leadership for the team and foster an environment of teamwork and performance excellence. • Working in consultation with the General Manager – Programs and in collaboration with key senior staff in order to achieve organisational goals. • Work in consultation with the General Manager – Programs with recruitment on staffing matters. • Undertake Probation and Performance Review processes for direct reports. • Provide mentoring and coaching for Programs staff, and identify professional development opportunities as required 	<ul style="list-style-type: none"> • Team work plans developed and delivered annually • High performing team achieved individual and team targets • Budgets planned, monitored and achieved • Team goals and targets are met or exceeded. • Successful recruitment and probationary, performance review processes are fulfilled
Team membership	<ul style="list-style-type: none"> • Follow the Asthma Australia values, policies, procedures and statutory obligations • Play a leadership and an active role in the Programs team, undertaking activities to fulfil individual &/or team work plans 	<ul style="list-style-type: none"> • Team building activities planned and delivered at least annually • Individual work plan as needed developed in consultation with General Manager – Programs

	<ul style="list-style-type: none"> • Participate in Asthma Australia events and meetings as required • Assist the General Manager – Programs as and when required with ad hoc projects 	
<p>Skills Qualifications and Attributes required</p>	<ul style="list-style-type: none"> • Formal qualifications in health, education, public health or associated field • Comprehensive experience in the health industry including a thorough understanding of the patient experience in living with a chronic disease • At least five years’ experience in managing and overseeing projects • Experience in the development of new models of care to support a person’s health needs • Excellent stakeholder engagement skills • Experience in managing corporate and government contracts • Experience in planning and monitoring budgets and targets • Experience in managing a small team of professionals • Excellent interpersonal, team work and communication skills • Competent in culturally diverse settings • High level reporting and presentation skills • Proven problem solving, planning and decision-making skills • Capacity and willingness to travel (interstate and locally) • A positive attitude and approach towards all areas of work 	