POSITION DESCRIPTION

Position Title: Program Manager
Organisation Unit: Faculty of Medicine
Position Number: NEW
Type of Employment: Part-time (0.5FTE), Fixed-term until December 2019 (with possibility for renewal)
Classification: HEW 9

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

**Faculty of Medicine**

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at [www.medicine.uq.edu.au](http://www.medicine.uq.edu.au).

**The UQ Medical Program**

The Faculty of Medicine is a leading provider of medical education in Queensland, with around 2,000 students studying across the four years of the medical program at UQ. Its MD program includes graduate entry and school-leaver entry streams, and is an integrated, case-based/problem based learning program. The first phase of the program (years 1 and 2) is delivered by a combination of biomedical scientists and clinicians, predominantly at the St. Lucia campus but also at affiliated major teaching hospitals. Phase 2 is a clinical immersion phase (years 3 and 4) delivered at a range of hospitals and other clinical sites in Brisbane, across Queensland and in Louisiana. The phase is intended to prepare students for internship and residency, and covers the academic disciplines of Anaesthesiology and
Critical Care, General Practice, Medical Ethics, Law and Professional Practice, Medical Imaging, Medicine, Molecular and Cellular Pathology, Obstetrics and Gynaecology, Paediatrics and Child Health, Psychiatry, Rural Medicine, and Surgery.

The UQ Medical Program 3 Year Transformation Program

Healthcare systems in Australia and globally are facing significant challenges. These include ageing populations, an increasing proportion living with multiple chronic conditions, ongoing inequalities in healthcare access and outcomes, and constrained funding. We need to continue to evolve our medical program to ensure that our graduates have the capacity to both lead and adapt to changing patient and population needs.

To this end, the current medical program will be enhanced over the next three years through a proposed major curriculum refresh and projects targeting intern readiness, public health, student choice, research literacy, quality improvement, integrated healthcare delivery and USMLE preparation. This builds on and consolidates projects from the last 18 months, which were focussed on admissions, student support and rural medical careers.

The three year plan is organised around the following seven themes:

- Curriculum
- Supporting, Developing & Engaging Our People
- Admissions
- Medical Student Support
- Rural Medical Careers
- Research & Enhancement Activities
- Quality Improvement & Assurance.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - [http://www.uq.edu.au/current-staff/working-at-uq](http://www.uq.edu.au/current-staff/working-at-uq)

DUTY STATEMENT

Primary Purpose of Position

The Program Manager is responsible, on behalf of and under the broad direction of, the Medical Dean, for operationalizing the Medical Program Transformation Program (Transformation Program). The role requires effective oversight of the Transformation Program's projects and management of their inter-dependencies including mitigation of risks and resolving issues arising. It also includes leading the development of capabilities within the Faculty to enable effective change management and realisation of projected benefits.

The Program Manager is responsible for the overall integrity and coherence of the Transformation Program. They will develop and maintain the Transformation Program environment to support each individual project within it.

Duties

The Program Manager is responsible for:
planning and designing the Transformation Program to operationalise the initiatives and proactively monitoring its progress, sequencing, resolving issues and initiating appropriate corrective action

- defining the program’s governance arrangements including committee support structure and reporting requirements
- ensuring effective quality assurance and the overall integrity of the Transformation Program
- Ensuring Project Officers are accountable for their commitments and have implemented the agreed project framework to ensure deadlines, deliverables, resources and timelines are met throughout the project process.
- Assisting in building project management capability within the Program Team by collaborating with other staff, coaching and mentoring others and generally encouraging the appropriate use of project management techniques by others
- managing the program's budget on behalf of the Medical Dean, monitoring expenditure and costs against delivered and realised benefits as the programme progresses
- ensuring the delivery of outputs from projects is to the appropriate level of quality, on time and within budget, in accordance with the program plan and program governance arrangements
- overseeing internal and external communications frameworks including proactively managing communications with all internal stakeholders
- managing both the dependencies and the interfaces between projects
- managing risks to the program's successful outcome, or escalating as necessary
- managing escalation of issues with program implementation and acting as the key liaison between Academic and Professional staff
- working with the Medical Dean and Faculty Executive Manager and other senior managers within the Faculty of Medicine on the transition to the new business as usual position
- initiating extra activities and other management interventions wherever gaps in the program are identified or issues arise
- reporting the progress of the program at regular intervals to the Medical Dean

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The position reports to the Faculty Executive Manager and works under the broad direction of the Medical Dean on matters associated with program management. A small team of Project Officers and support staff report through to this position.
SELECTION CRITERIA

**Essential**

- Qualifications and training equivalent to a postgraduate degree in business, project management or a related field; or an equivalent combination of extensive relevant experience and/or education/training.
- Minimum of 5 years’ experience in a PMO environment, developing, monitoring and contributing to successful delivery of major projects (or programs of projects) through effective use of project methods.
- Excellent interpersonal, oral and written communication skills; proven aptitude for communicating effectively with a variety of audiences, including the ability to effectively influence all levels of management and project stakeholders ideally in health and/or university settings.
- Excellent analytical and problem solving skills with a proven ability to operate in a complex environment with uncertainty and ambiguity and show a flexible attitude to enable and inform well-reasoned decision making.
- Demonstrated ability to command respect and to create a sense of community amongst the members of the project teams and key stakeholders as well as sufficient seniority and credibility to advise project teams on their projects in relation to the Program.

**Desirable**

- Knowledge of Tertiary Education sector business practices.
- Complex program management experience in the field of health service delivery/healthcare sector or higher education/research is desirable.
- PRINCE2, Managing Successful Programs (MSP) or other proven Project, Program or Portfolio Management Methodology.