



Position Title:	Senior Manager, Dementia Training Australia (UWA)
Position Classification:	Level 10 Grade 1
Position Number:	316185
Faculty/Office:	Faculty of Health and Medical Sciences
School/Division:	School of Medicine and Pharmacology
Centre/Section:	Western Australian Centre for Health & Ageing
Supervisor Title:	Director (WACHA) Professor Leon Flicker
Supervisor Position Number:	300281

Your work area

Dementia Training Australia (DTA) is responsible for the translation of contemporary knowledge regarding dementia care through the development and delivery of training resources to the aged care workforce. DTA is collaboration between five Australian universities and Alzheimer's Australia, and is led by the University of Wollongong. Auspiced by the University of Western Australia's Western Australian Centre for Health and Ageing, DTA (UWA) forms a key linkage between research and industry. The Senior Manager, DTA (UWA) is responsible for strategic management of UWA's activities within the DTA consortium.

Reporting Structure

Reports to: Professor Leon Flicker

Direct Reports: Manager DTA (UWA)

Teams: Senior Project Officer, Project Pharmacist

Your role

The Senior Manager is a key leadership role which will determine the establishment and provide strategic leadership for Dementia Training Australia. The appointee will ultimately be responsible for all activities undertaken by DTA (UWA), to ensure that it achieves its objectives as negotiated with the University of Wollongong and the Commonwealth Government Department of Health. You will play a significant role in the delivery of the DTA's national strategy and steer the work of DTA (UWA) to maximise the effective delivery of dementia specific training.

Key responsibilities

Strategic management

- Lead negotiations and collaborative work with other consortium members, federal government representatives and with other key stakeholders in regards to DTA funding and activities
- Initiate and develop DTA (UWA)'s work plan (policy and strategic planning) and education/training priorities
- Monitor and review activities and outcomes on a regular basis and initiate improvements or variations to achieve necessary outcomes
- Take the lead on decisions on operational and strategic issues to support and promote the interests of DTA and the University as required
- Represent and promote the interests of DTA and the University in relationships with external agencies and other institutions

Staff management and leadership

- Lead in a way which maximises individual and team ambition and performance for DTA (UWA) staff
- Encourage and facilitate the professional development of staff

Financial management

- Review regularly the proper and effective financial management of cost centres within the portfolio in accordance with the agreed budgets.
- Ensure expenditure is regularly monitored and that EOY outcomes are within agreed budget.

Project management

- Conceptualise and develop proposals for major projects in consultation with other DTA consortium members and key stakeholders
- Ensure effective management of projects

Compliance and Legislative Knowledge

- Comply with University policies and procedures and relevant appropriate legislation; and
- Meet Occupational Safety and Health, anti-discrimination, equal opportunity and other legislative requirements in accordance with the parameters of the position.

Your specific work capabilities (selection criteria)

Essential

1. A degree qualification in a relevant Health Sciences discipline with extensive relevant experience, or an equivalent combination of education, professional development and relevant experience.
2. Demonstrated extensive leadership and management skills and the ability to effectively lead and motivate a team in a research/ training environment
3. Demonstrated ability to foster and maintain long term relationships with all stakeholders within an organisation and with industry, government and national/international communities.
4. Demonstrated commitment to applying relevant and applicable policies, procedures and legislation in the day-to-day performance of the functions of this position.
5. Sound financial management skills

Desirable

1. A PhD or equivalent postgraduate qualification in a relevant Health Sciences discipline
2. Extensive knowledge and experience in flexible delivery of professional development and training, preferably in a healthcare context

Special Requirements

Undertake interstate travel

Provide own vehicle

Occasional after hours work

Compliance

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Equity and Diversity

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at http://www.hr.uwa.edu.au/publications/code_of_ethics, <http://www.equity.uwa.edu.au>