POSITION DESCRIPTION

Program Manager (BSP)

Position Summary
The Kirby Institute is a world-leading health research institute at UNSW Sydney. We work to eliminate infectious diseases, globally. Our specialisation is in developing health solutions for the most at-risk communities. Putting communities at the heart of our research, we develop tests, treatments, cures and prevention strategies that have the greatest chance of success.

The Program Manager provides high level practical and efficient project support for project teams and key stakeholders. The role entails providing project management, reporting and analytical support, developing communications, building key internal and external relationships, and developing/consulting on key programs and projects. The role will also manage workflow, reporting, compliance and other requirements. The Program Manager will work closely with the Head of BSP, the Operations Manager and EPIWATCH Manager. Other tasks related to the work of BSP-EPIWATCH Program will also be managed by the Program Manager.

The role of Program Manager reports to the Head, Biosecurity Program and has key relationships with the EPIWATCH Manager and the Senior Research Associate / Epidemiology Team Leader.

Accountabilities
Specific accountabilities for this role include:

- Provide high quality management for the Biosecurity Program and delegate for the Head including working with and Executive Officer of the Kirby Institute as the Program Manager for the Biosecurity Program.
- Working with the Head and the EPIWATCH team, develop a comprehensive plan to expand the Australian and global opportunities for EPIWATCH.
• Establish and maintain strong and effective relationships with key government and non-government stakeholders and promote the use of EPIWATCH and other research of the Biosecurity Program.

• Manage and monitor Biosecurity Program research and project agreements, budgets and achievements against milestones.

• Provide high quality accurate reporting to partners, committees and funding agencies, including the monitoring, assessing and reporting against milestones.

• Assist with auditing and compliance reports for the project.

• Monitor, track and report on the status of project deliverables to ensure time, cost and quality metrics are in line with approved project plans for assigned projects.

• Oversee workflow and operations of the Biosecurity Program and the team environment.

• Adhere to UNSW governance pathways to ensure projects are managed within a defined, consistent and proven set of rules for the project development.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• Relevant tertiary qualification, with subsequent relevant health experience in government and the business sector.

• Proven project management experience involving multiple stakeholders, and experience working with Australian government stakeholders. Experience in Australian or State government is desirable.

• Superior time management, problem-solving and organisational skills with a proven ability to establish and direct priorities, achieve objectives and meet deadlines whilst maintaining attention to detail and strong healthy working relationships.

• Demonstrated leadership and stakeholder management at a senior leadership level.

• Demonstrated ability to proactively undertake projects with limited direction, and the ability to manage workflow effectively in a dynamic and fast-changing environment.

• Strong consultation, and negotiation skills and demonstrated success in developing partnerships, and the proven ability to take a leading role in managing a wide range of relationships with a diverse range of internal and external stakeholders.

• Experience with financial and organisation management and analysis including budget development and the ability to interpret financial data at strategic and operational levels and produce articulate reports.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.
About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.