POSITION DESCRIPTION

Program Manager

Position Summary

A Program Manager plays a lead and strategic role within UNSW Medicine & Health in implementing, managing and tracking the development of the new program and associated technology enhancements. The role entails providing leadership and advice regarding the delivery of the program of initiatives, developing a master program and change plan, ensuring appropriate governance is established and maintained through the lifecycle of the program, manage key stakeholder relationships, establish and maintain strong reporting on progress, and manage program risks.

The role reports to the Faculty Executive Director with a dotted line to the Senior Vice Dean Education and has multiple direct reports in the project team.

Accountabilities

Specific accountabilities for this role include:

- Provide strategic leadership and advice regarding the delivery of projects within the Medicine Redesign program of work to achieve the objectives and benefits.
- Develop a master plan for the program, including the schedule, key milestones, budgets, interdependencies, risks, and change.
- Support project leads to secure and manage funding, via the preparation of business cases, stage gates, change requests, and post-investment reviews.
- Work under the guidance of the University Program Office to ensure the program adheres to the University's approved project methodologies and governance.
• Manage key relationships and drive strong stakeholder engagement from the program including the Faculty executive, external accrediting bodies, project lead, project sponsor, governance committees and senior business leaders.

• Provide internal and external program reporting on scope, schedule, resourcing, finances, risks, issues, and benefits.

• Proactively identify and escalate potential risks, establish risk controls and performance of risk mitigation activities.

• Lead the delivery team, including project manager, change analyst, and project officers by manage ongoing performance, drive career conversations and set priorities or KPIs of team.

• Manage and drive continuous improvement of processes within the program, in particularly those aimed at prioritising and approving investments and capturing interdependencies across the program.

• Provide program management expertise to other large-scale faculty projects as the need arises.

• 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.

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

Skills and Experience

• Relevant tertiary qualifications or equivalent industry experience or an equivalent level of knowledge gained through any other combination of education, training and/or experience.

• Extensive experience in delivering complex projects or programs with consistent application of project management competencies including scope, time, cost, quality, HR, communications, cost, risk, procurement and integration.

• Extensive experience in people leadership, development, engagement, and management, with the demonstrated skills to motivate inspire, and mobilise diverse teams to create a positive workplace culture and deliver quality outcomes.

• Excellent consultation, influencing, communication, negotiation, and networking skills to achieve program outcomes and maintain strong relationships with program stakeholders.

• A strong background in governance and ensuring risks are identified and mitigated.

• Proven ability to exercise independent judgement and complex problem solving with the ability to resolve and address issues as they arise.

• Outstanding written communication skills with proven ability to write and present concisely and persuasively to an executive audience as well as experience in the delivery and execution of high-quality committee papers, reports and proposals that include recommendations to senior stakeholders.

• Financial management experience and literacy, including managing budgets and controlling income and expenditure for a project.
• A strong understanding of key strategic issues in the higher education sector and/or healthcare sector and how these translate to building a program to prepare healthcare practitioners of the future is desirable.

• 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 legislation, regulation and policies and a commitment to playing an active role in ensuring Faculty compliance with same.

Pre-employment checks required for this position
• Verification of qualifications

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.