

<b>Position Title</b>	Programme Director
<b>Classification</b>	Level 10
<b>School/Division</b>	Strategy, Planning and Performance
<b>Centre/Section</b>	Strategy and Planning
<b>Supervisor Title</b>	Director, Strategy, Planning and Performance
Supervisor Position Number	319501

## Your work area

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The Strategy, Planning and Performance (SPP) division leads the development and maintenance of university wide integrated strategic plans, planning processes, initiatives and performance requirements to support the University in the achievement of its objectives and enhance the University's overall performance and reputation. The division also coordinates the provision of timely and accurate government reporting and business insights and support effective planning and decision making across the University.

This role will work closely with the University of Western Australia (UWA) Medical School which is the largest and longest established medical school in Western Australia. It delivers a 4-year post-graduate MD course to local, national and international students. This program is accredited by the Australian Medical Council as well as international medical accreditation organisations. The school also has substantial and successful research programs across most disciplines in the medical sector.

Together with our key partner, the University of Arizona (UA), UWA Medical School is developing an innovative medical degree, the Global MD, to run alongside its existing offerings. The goal of the Global MD is to produce outstanding medical graduates into areas of workforce need via an emphasis on primary care. Students undertaking the Global MD will complete 2 years of study in Western Australia and a further 2 years in Arizona. This position will play a key role in leading the program delivery of the Global MD.

## Reporting structure

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Reports to: Director, Strategy, Planning and Performance

Dotted reporting line to: Dean of Global MD

## Your role

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As the appointee you will, under broad direction, lead coordination, development and oversight of the Global MD program scheduling, dependent projects, governance and program execution to ensure all aspects of the program are delivered on. A key outcome is achieving accreditation (including stage submissions for the Global MD Program) through national processes. You will ensure timelines and deliverables for accreditation and program readiness processes are met.

Co-located and working closely with the Dean and SubDean of the Global MD you will be responsible for ensuring the program successfully delivers on key outcomes and benefits in a timely manner.

## Your key responsibilities

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Lead coordination, development and oversight of the Global MD program scheduling, dependent projects, governance and program execution, and will have responsibility to ensure all aspects of the program are delivered on time.

Exercise strong budget management, including planning and allocating resources, leading the development of business cases and reporting on budget status. Will be responsible for ensuring project is within budget.

Report and escalate issues such as variances and manage delivery by exception to ensure issues are understood and actions to resolve identified.

Responsible for adopting standard project management methodologies, business change management, reporting and risk management frameworks and tools in an integrated way that creates value for the University.

Manage and develop positive stakeholder relationships, including the Project Steering Committee, through effective communications, documentation, negotiation, and issues management to ensure delivery of key program outcomes and benefits.

Collaborate with internal stakeholders and external partners including The University of Arizona and Health Services

Provide oversight of submissions to professional bodies for the accreditation of the Global MD, supported by academic leads.

Provide oversight of submissions between the School, the Office of the Pro Vice-Chancellor (Academic Excellence) and Academic Quality and Standards Committee to ensure compliance with relevant policies and processes.

Lead a culture of teamwork, collaboration and continuous improvement across the project team and the University.

Other duties as directed.

### **Your specific work capabilities (selection criteria)**

Relevant tertiary or postgraduate qualifications or demonstrated equivalent competency.

Experience with higher education, preferably in health or medical fields.

Experience in people leadership and the ability to operate with a high overall degree of autonomy.

Excellent planning and organisational skills with the ability to manage external resources and vendors, to establish priorities and manage competing deadlines.

Experience with project management methodologies and business process modelling and an ability to lead and manage teams and projects, preferably with a project management qualification.

Excellent organisational skills with the demonstrated ability to set priorities, complete projects and meet deadlines.

Excellent written and verbal communication skills, including the ability to consult, negotiate and liaise effectively with a diverse range of stakeholders.

Highly demonstrated ability to work independently, show initiative, problem-solve and work productively as part of a team.

High level of ability to organise, interpret and rationalise large volumes of complex information and workflows

### **Special requirements (selection criteria)**

There are no special requirements.

### **Compliance**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:



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## POSITION DESCRIPTION

The University's Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](https://hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](https://web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](https://safety.uwa.edu.au/)