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| Position Title | Senior Program Manager |
| Classification | Level 10 |
| School/Division | Perth USAsia Centre |
| Centre/Section | |
| Supervisor Title | Chief Operating Officer |
| Supervisor Position Number | 313524 |
| Position Number | |

Your work area

The Perth USAsia Centre (Centre) is a non-partisan and not-for profit institution. Through research and educational activities, the Centre strengthens strategic thinking between Australia, the Indo-Pacific, and the United States and engages thought leaders to address challenges and opportunities in the Indo-Pacific region.

Based at The University of Western Australia (UWA), the Centre is an independent company and shares the values of the University. It has a strong commitment to personal effectiveness, working collaboratively and demonstrating a focus on results.

This position sits within the Operations team, which is responsible for supporting the activities of the Centre through regulatory compliance, good governance and the execution of the best possible internal practices and processes. It plays a pivotal role in bringing together integral components of the Communications and Research teams to deliver an innovative program of activities to engage and educate the community.

Reporting structure

Reports to: Chief Operating Officer

Direct reports: Program Coordinator (Events & Partnerships)

Your role

Under broad direction, you will oversee the programming and administrative elements of the Centre's activities. You will ensure the successful coordination and management of multiple related programs, ensuring alignment with the Centre's business plan.

With a focus on planning, organising and monitoring interconnected programs, you will play a crucial role in convening activities to promote dialogue and support the exchange of knowledge and information including events, travel delegations and collaborative activities with key stakeholder groups.

Your key responsibilities

Lead the planning, resourcing, monitoring and delivery of the Centre's broad program of activities to build and sustain the Centre's key stakeholder relationships.

Provide operational and administrative oversight of the preparation and execution of programs and events including risk management and related processes to ensure high quality delivery.

Manage staff and a range of related administrative functions that include personnel, compliance, reporting, processes and finance.

Deliver regular high-level reporting and analysis that includes metrics, outcomes, and feedback to assess the quality and effectiveness of program activities in alignment with internal and external reporting requirements.

Proactively identify, track, and engage potential participants and speakers for the Centre's programs.

Maintain a high-level understanding of stakeholder activity, particularly as it relates to the think tank sector, to identify opportunities and avoid potential conflicts.

Lead the development and submission of external grant proposals, liaising with key stakeholders to secure partnerships and funding for new program initiatives.

Participate in external events to enhance the external profile of the Centre and cultivate and identify relationships with key stakeholders.

Develop and maintain strong internal relationships and collaborate with Centre colleagues to ensure an integrated approach to the delivery of Centre activities.

Lead the practice of continual improvement as it relates to Centre protocols, internal processes and operational documentation, including the development of various best practice program policies, processes, templates and tools.

Perform other duties as directed.

Your specific work capabilities (selection criteria)

A relevant tertiary qualification or demonstrated equivalent competency.

Extensive experience in staff management within the international affairs sector, with a strong working knowledge of government operations and diplomacy in the Indo-Pacific region.

Proven ability to plan, manage and deliver interconnected programs and projects on time and within budget.

Excellent initiative and problem-solving capabilities, with the demonstrated record of adapting to change and recommending improvement strategies.

Excellent written and verbal communication skills, with the ability to deliver high-quality presentations and negotiate effectively with diverse audiences.

Strong leadership and organisational skills, with the ability to manage priorities and meet deadlines.

Highly developed ability to work effectively in a team, contribute to organisational goals, and embrace new responsibilities in a fast paced, dynamic environment.

Special requirements (selection criteria)

Current National Police Clearance Certificate.

Occasional weekend and after-hours work.

Some overseas and domestic travel will be required.

Compliance

Ensure you are aware of and comply with legislation and University policies.

To learn more about the Code of Conduct, see [Code of Conduct](#).

To learn more about Diversity, Equity and Inclusion, see [Diversity, Equity and Inclusion](#).

To learn more about Safety, Health and Wellbeing, see [Safety, Health and Wellbeing](#).