



## POSITION DESCRIPTION

### Department of Paediatrics

Faculty of Medicine, Dentistry and Health Sciences

**Aboriginal and Torres Strait Islander people are strongly encouraged to apply**

## Program Manager (STRONG kids STRONG future Program)

POSITION NO	0053890
CLASSIFICATION	UOM 8
SALARY	\$108,009 – \$116,906 p.a. (pro rata for part time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (Part-time appointments will be considered)
BASIS OF EMPLOYMENT	Fixed-term position for 2 years
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Anita D'Aprano Email <a href="mailto:anita.daprano@unimelb.edu.au">anita.daprano@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

**Indigenous Australians seeking support to apply for this position are welcome to contact the University by emailing their query and the position number to [hr-careers@unimelb.edu.au](mailto:hr-careers@unimelb.edu.au)**

## ***Acknowledgement of Country***

The University of Melbourne acknowledge the Elders, and descendants of the Wurundjeri people who have been and are the Custodians of these lands. We acknowledge that the land on which we meet was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

## ***Position Summary***

The **STRONG kids STRONG future** program is an initiative designed to have a significant social impact by improving the developmental outcomes of Aboriginal and Torres Strait Islander children. The program comprises the distribution of an innovative developmental screening tool (ASQ-TRAK) that is used to observe and monitor the development of Aboriginal and Torres Strait Islander children as part of routine health checks, which was developed by the program, and ongoing research towards further innovation in culturally appropriate childhood development assessment (ASQ-STEPS).

The STRONG kids STRONG future Program Manager drives the delivery of the program's objectives and directly manages the operational delivery team. The Program Manager oversees the portfolio of ASQ-TRAK initiatives (distribution, marketing and communications, ASQ-TRAK training framework and ongoing ASQ-TRAK tool development, including digitisation) and the key administrative functions for the program. The Program Manager ensures a high-quality experience for purchasers and users of the ASQ-TRAK tool and toy kits and ASQ-TRAK training programs

The Program Manager works closely with the Program Lead to develop the long-term STRONG kids STRONG strategy, ensure commercial sustainability and to identify and pursue growth opportunities. The role includes strategic engagement with internal and external stakeholders, including Aboriginal Community Controlled Organisations, to promote and grow the program.

The position is situated within The University of Melbourne's Department of Paediatrics, based at The Royal Children's Hospital and reports to the Program Lead, STRONG kids STRONG future.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

## **1. Key Responsibilities**

The position will work under broad direction but with a significant degree of autonomy and is responsible for providing strategic support and the management of activities for the program. The incumbent will be also be responsible for overseeing the finances of the program ensuring timely and comprehensive reporting and leading process improvements. Further, the Program Manager will effectively work with colleagues from across the University to support business development activities as well as manage staff and students and provide clear performance expectations.

Specific key responsibilities of the Program Manager may include, but are not limited to, the following:

### **1.1 STRATEGIC PLANNING AND PARTNERSHIPS**

- ▶ Support the program lead to develop and refine the strategy for the program
- ▶ Develop and maintain strong relationships with key operational partners, including development and distribution stakeholders, policy and communication stakeholders and
- ▶ Represent the program in relevant internal and external forums and networks
- ▶ Identify and pursue opportunities for growth including new research collaborations and funding.

### **1.2 OPERATIONAL AND FINANCIAL MANAGEMENT**

- ▶ Directly manage the activities of the operational team to deliver the outcomes described in the strategy and associated grant applications
- ▶ Oversee the finances for the program by managing budgets and funding agreements, monitoring profit and loss statements, and ensuring financial agreements are met
- ▶ Ensure the business model is robust, including pricing
- ▶ Ensure deliver of timely and comprehensive reporting including: finances, sales and customer experience and research translation outputs
- ▶ Oversee marketing and communications for the program – strategy and implementation

### **1.3 INNOVATION AND IMPROVEMENT**

- ▶ Lead process improvements for systems and procedures that support effective operations and high-quality experience for purchasers and users of the program.
- ▶ Identify and mitigate risks and resolve issues within critical timeframes.
- ▶ Oversee the collection, collation and analysis of relevant metrics as agreed with research team.

### **1.4 COLLABORATION AND LEADERSHIP**

- ▶ Work with colleagues at The University of Melbourne, to garner expert support in business development initiatives, including the protection of intellectual property, marketing, budgeting, preparation of funding applications, and post-award grant administration

- ▶ Effectively manage and coach staff and students to provide clear performance expectations, recognise and nurture high performance as well as develop and implement staff and student inductions for working in the research program.
- ▶ Act as a point of information and timely advice for professional and academic staff and students who work for the research program.

## **2. Selection Criteria**

### **2.1 ESSENTIAL**

- ▶ Relevant tertiary qualifications and subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training
- ▶ Highly developed strategic and program management skills including oversight of operations, financial management and facilitating strong program governance
- ▶ Demonstrated outstanding organisational skills to ensure the effective prioritisation and completion of projects and high-quality work within agreed deadlines
- ▶ Highly developed team management skills, including an ability to lead and directly supervise a small, but growing team
- ▶ Excellent interpersonal and engagement skills, including experience effectively managing multiple and complex stakeholder relationships
- ▶ Demonstrated problem solving or analytical skills to deliver solutions to issues and operational improvement
- ▶ Previous experience of working with Aboriginal and Torres Strait Islander communities and Aboriginal Community Controlled Organisations, and/or a commitment to Aboriginal and Torres Strait Islander culture and advancement
- ▶ High level of proficiency in the use of MS Office computer applications, and the ability to learn and implement new applications

### **2.2 DESIRABLE**

- ▶ Experience leading a client service team including an ability to inspire a strong customer service orientation among the team of staff, be flexible, and anticipate and respond to client needs
- ▶ Experience with implementation of adult training programs
- ▶ Proficiency with Salesforce and with records managed SharePoint
- ▶ Experience with business development
- ▶ Familiarity with policies and procedures at The University of Melbourne
- ▶ Experience working in the health or early childhood education sector

### **2.3 SPECIAL REQUIREMENTS**

- ▶ The role may require occasional work out of ordinary hours, to support peak periods of program activities.
- ▶ The incumbent may possibly be required to undertake interstate travel to meet and work with Aboriginal co-researchers and other stakeholders.

- ▶ As this position is located at The Royal Children's Hospital, the incumbent will be required to hold and maintain a current Working with Children Assessment Notice, valid for paid work (<http://justice.vic.gov.au/workingwithchildren>), and a current police check.

### ***3. Equal Opportunity, Diversity and Inclusion***

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

### ***4. Occupational Health and Safety (OHS)***

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

### ***5. Other Information***

#### **5.1 DEPARTMENT OF PAEDIATRICS**

<https://medicine.unimelb.edu.au/school-structure/paediatrics>

The Department of Paediatrics is the flagship representative of the University partnership with the Royal Children's Hospital, and is co-located with the hospital in Flemington Road, Parkville.

The Department of Paediatrics is a large department within the School of Medicine. The Department has responsibility for the Child & Adolescent Health component of the Doctor of Medicine course of the School. There are 82 academic and professional staff, 447 honorary academic staff, and more than 150 students who are enrolled to pursue research degrees from Honours, Masters and PhD. Approximately 220 students rotate throughout the year undertaking the CAH clinical studies, and a further 60 students undertake research in the MD Research Project component of the MD course. In 2020, the total research income for the Department was over \$5.5M and members of the Department published more than 1295 peer reviewed publications.

The Department delivers a range of teaching across the clinical, biological and health sciences, and within the MD program and is responsible for the teaching of child and adolescent health, paediatric surgery, and other specialties in relationship to children, adolescents, and their families, including mental health. Other programs include post-graduate courses in Adolescent Health & Welfare, Genetic Counselling and Genomics & Health as well as Research Higher Degrees

The Department of Paediatrics plays a pivotal role in the life of the Royal Children's Hospital with its members being actively involved in policy development and senior management. Members of the Department make major contributions to the development of child and youth health policy and also to broader aspects of health policy at a national and state level.

Working with its partners, The Royal Children's Hospital and the Murdoch Children's Research Institute, the University's Department of Paediatrics' vision for the Royal Children's Hospital campus is to be an integrated research, teaching and clinical institute (and environment) with the overall aim of benefiting child and adolescent health.

## 5.2 MELBOURNE CHILDREN'S CAMPUS

<https://www.melbournechildrens.com/about/>

Melbourne Children's is a fully integrated academic paediatric teaching hospital and research institute which is unique in Australia and acclaimed internationally. Bringing together four outstanding organisations, The Royal Children's Hospital, the Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation, the Melbourne Children's is a single, purpose-built and multi-award winning campus in the city of Melbourne.

The purpose of the Melbourne Children's is to collaborate, as world leaders, in advancing child and adolescent health through prevention, early intervention and health promotion, together with the highest quality clinical care, outstanding research and comprehensive education and training. Together the partnership forms an interwoven, symbiotic relationship delivering high quality clinical services underpinned by research and education. Collectively the independent entities contribute to a paediatric health sciences precinct which is greater than the sum of the parts. The presence of each benefits the other, ensuring the primary focus of each entity is achieved.

The Royal Children's Hospital Foundation provides invaluable philanthropic support to Melbourne Children's, enabling the campus to pursue innovative, world-leading clinical, research and teaching opportunities to deliver high quality paediatric care and successful prevention strategies.

### 5.3 THE ROYAL CHILDREN'S HOSPITAL

<http://www.rch.org.au/home/>

The Royal Children's Hospital (RCH) is a state-wide teaching, training and research paediatric hospital. The hospital provides tertiary, secondary and primary child and adolescent health services, including mental health services.

The Royal Children's Hospital has a major leadership role in child and adolescent health in Victoria with state-wide specialist roles. A tertiary and quaternary paediatric referral centre the Royal Children's Hospital provides specialist services and multidisciplinary clinics for sick infants, children and adolescents from Victoria, Tasmania, South Australia and southern New South Wales. The Royal Children's Hospital also provides specialised paediatric care for patients from overseas, particularly from south-east Asia, Nauru and Fiji.

The Royal Children's Hospital plays a major role in child public health, health promotion and advocacy for children and young people's health. It provides the full spectrum of medical and surgical paediatric services, as well as a number of specialist tertiary paediatric services and health promotion and prevention programs for infants, children and adolescents. These services are provided on both an inpatient and ambulatory basis.

Teaching, training and research are fundamental elements of the Royal Children's Hospital. The Royal Children's Hospital is part of a child health precinct, and in partnership with the Murdoch Children's Research Institute, the University of Melbourne, La Trobe University, Deakin University, Monash University and RMIT University, ensures clinical services are integrally linked with teaching, training and research.

These relationships are crucial in providing opportunities for significant participation in the public health agenda for children and young people, for 'translational research' to drive laboratory and clinical findings into health promotion and prevention programs and for driving new paradigms and models of care.

### 5.4 MELBOURNE MEDICAL SCHOOL

[www.medicine.unimelb.edu.au](http://www.medicine.unimelb.edu.au)

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at the University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. The School is ranked ninth in the world (Times Higher Education World University Rankings 2019 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading hospitals in both the public and private sectors, as well as with leading medical research institutes and centres, nationally and internationally.

MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

With nine clinical departments (Clinical Pathology, General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) the MMS has over 900 academic and professional staff members who are located at the University of Melbourne's Parkville campus or are embedded within health services throughout metropolitan Melbourne



and rural Victoria. In addition, MMS staff are privileged to work alongside over 2400 honorary appointees from the health sector who tirelessly contribute their time, knowledge and clinical expertise to the education of our students.

MMS delivers a suite of health-related graduate programs including the Doctor of Medicine (MD) which is the School's flagship program. It was the first Masters level entry-to-practice medicine qualification developed in Australia and set a new benchmark in medical education.

MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. With an annual research income of \$88.5 million the research effort of the school is highly collaborative and spans basic to translational research. MMS has nearly 550 higher degree by research candidates.

School staff members also actively lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service.

Under the leadership of Professor John Prins, MMS is undertaking exciting new developments including a major review of the MD curriculum, an emphasis on the clinician-scientist career trajectory (in partnership with affiliated Hospitals, Medical Research Institutes and Foundations), and a reinvigorated focus on clinically relevant research. These initiatives are being enhanced by a number of recruitment opportunities (through retirements, resignations and recent funding acquisitions) for a range of leadership positions across the School. These positions present a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

## 5.5 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

## 5.6 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is



recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

## 5.7 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

## 5.8 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>