



research • education  
clinical standards • training

## POSITION DESCRIPTION

### Program Manager

**Reports to:** Chief Executive Officer

**Direct reports:**

- None, however there is a modest budget allowance for some administrative support. It's likely this resource will be shared with the CEO.

### Role purpose

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The Program Manager is responsible for developing and managing the activities of a three-year Commonwealth grant program. This is a new full-time role to deliver a new program of activities commencing 1 July 2022. Working closely with the CEO, association committees, subject matter experts, and the Commonwealth Department of Health, the Program Manager will plan, deliver and report on activities that meet the grant program's agreed goals.

A major component of the grant is a communication program to primary health care practitioners (GPs, psychologists and nurses) to improve their skills in incorporating sleep health into their daily clinical work. This component will involve establishing and developing key collaborative relationships with the RACGP, the Australian Psychological Society and nursing peak bodies. The Program Manager has primary responsibility for planning and delivering this component of the program. Other program streams relate to the association's health policy advice activities to government and communicating health policy priorities to members. The Program Manager will coordinate the delivery of these streams by other ASA staff, and ensure reporting requirements to the funding body are met.

### Key responsibilities

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#### Program management

- Manage all aspects of the grant program
- Ensure regular, clear communication with the CEO and Board
- Establish and develop productive collaborative relationships with key disciplinary peak bodies
- Work with disciplinary peak bodies and internal subject matter experts to design and deliver program activities that meet grant objectives
- Design and implement program evaluation activities that demonstrate program outcomes
- Coordinate grant reporting activities as required in the funding contract, including the preparation of activity work plans and monitoring activities
- Support communication about the program through writing regular news articles for ASA members and reports for the Board.

### **Promotion**

- In consultation with peak body partners and internal subject matter experts, write and manage the production of promotional resources on the importance of sleep health in primary health care practice and relevant clinical resources and tools
- Prepare and deliver persuasive presentations on the importance of sleep health in primary health care practice and relevant clinical resources and tools
- In consultation with peak body partners and internal subject matter experts, develop clinical resources and tools to fill key gaps

### **Administration**

- Manage partnership negotiations and agreements with peak bodies
- Coordinate the contribution and involvement of ASA committees with grant program activities
- Contribute to the smooth functioning of the organization and the staff team.

### **Skills, attributes and experience**

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#### Essential:

- Tertiary qualifications in a scientific discipline
- Significant expertise in sleep health, sleep science or sleep medicine
- Excellent interpersonal skills with the ability to communicate effectively with a wide range of people
- Excellent planning and organisational skills with attention to detail, ability to multi-task, prioritise effectively and work to deadlines
- High level of information technology skills and aptitude
- Innovative mind-set that sees opportunities and how to harness their potential
- Understanding of the needs and requirements of government funding bodies
- Ability to work independently as a member of a small virtual team
- Ability to plan, execute and evaluate communication and promotional strategies
- Ability to plan and execute organisational partnerships
- Commitment to being part of a culture that values respect, collegiality, diversity, evidence-based decision-making, lifelong learning and innovation.

#### Desirable:

- Experience in science communication techniques and prompting behaviour change among healthcare practitioner audiences
- Experience in planning and executing organisational partnerships
- Involvement with member associations or peak bodies.