



digital health  
CRC

## position description: program manager

### title

Program Manager

### reports to

Director, Partner Relations and Program Office

## about the digital health crc

Digital Health CRC (DHCRC) is the world's largest digital health cooperative, with 70-plus member organisations representing every segment of the health system from patient to community, hospital to insurer, start-up to big government. Currently Australia's largest Commonwealth funded Cooperative Research Centre, we will invest millions of dollars in digital health research and technology to transform health delivery, improving the health and health care of Australians and advancing the economy through collaborative research and development that combines multi-disciplinary skills, industry knowledge, technologies, networks and data to:

- empower consumers;
- understand and manage health risks of individuals and communities;
- support clinical practice;
- improve system efficiency and access to quality care; and
- build and enhance businesses to provide high value jobs and solutions in a growing global market.

We have identified a series of Flagship Programs which focus on areas of demonstrated industry need within the health system for a targeted and collaborative program of work supported by data and digital technology. Our researchers, from 16 universities, will work with our health participants to develop and test solutions that work for real patients in real hospitals and other settings of care, across our Flagship Programs. Our business participants will work alongside them to ensure that the solutions are scalable and implementable. We'll develop them in Australia, then take them to the world.

## the role

Our Program Managers are responsible for development, monitoring and reporting on projects within their assigned Flagship Program(s) through all phases of the project lifecycle. This includes coordination of stakeholders to develop project concepts and project plans, management of project deliverables, active internal and external stakeholder engagement with diverse and dispersed groups across Australia and internationally, project governance, the development of project management resources in response to project needs, and participation and assistance in managing project and DHCRC related events. The Program Manager will work with the Director, Partner Relations and Program Office and the CEO to meet annual DHCRC milestones and with staff in the Director of Research and Chief Scientists' offices to ensure effective delivery of research projects.

## responsibilities and duties

- Work with, and bring together, key stakeholders to shepherd potential research projects through the project development pipeline. This includes the development of initial concepts, project planning, development and execution of governing documentation and project management to successful delivery of outcomes.
- Work with the Director, Partner Relations and Program Office and team to develop a project delivery strategy and associated plan that will support meeting of reporting requirements, including government and project milestones.
- Work closely with DHCRC's internal research staff to coordinate and support project development within specified timeframes for each stage.
- Actively use technology and program management tools in the support of all aspects of project delivery, collaboration and the development of system enhancements to optimise project outcomes.
- Liaise with participants regarding supporting projects with in kind resources.
- Contribute to the development of any white papers, publications or other documents that may be required in the development of the DHCRC research program.

## qualifications

- Project management qualifications and/or significant experience in a project management role essential
- Graduate qualifications in health or business highly desirable

## experience and attributes

- An extensive understanding of and experience in program/project management, particularly managing multiple projects across a variety of stakeholders, including demonstrated skills in project planning, monitoring & evaluation
- Experience working with diverse stakeholders within large initiatives ideally involving multiple partners in health and/or research settings
- Skilled at anticipating and resolving stakeholder relations issues and strong engagement and collaboration skills, including excellent communication skills and experience liaising with senior executives, managers and academics
- Sound understanding of digital health as it applies across the Australian health care system, including the complexity of data used in this space and methods and approaches to developing solutions
- A passion to create solutions that meet the needs of industry or business stakeholders while ensuring that university participant interests are met, and end-user needs are paramount
- Independent judgement and initiative, ability to adopt a solution-focused approach, prioritise and manage competing deadlines, multi-tasking, be flexible and agile
- Strong interpersonal skills and experience in working in a team
- Experience in writing reports and publications an advantage

## submit your application

We are seeking applications by COB Friday 26 April 2019. Please provide a short document demonstrating your suitability for this position and detailing why this role appeals to you.