



BIRIPI

ABORIGINAL CORPORATION MEDICAL CENTRE

Position Description

Position Title: Programs Manager	Business Unit: Program Management								
Reports To: Chief Executive Officer	Direct Reports: Program Co-ordinators								
Primary Objective:									
<p>This position is responsible for the management of all public health and social and emotional wellbeing programs to ensure that operations are managed effectively and achieve agreed program performance indicators. The key objectives of the role include to:</p> <ol style="list-style-type: none"> i. Identify program opportunities and manage the development, implementation and evaluation of all programs to ensure the achievement of objectives and requirements; ii. Manage the funding contracts and agreements, to ensure that all agreed program requirements are delivered; iii. Lead and manage the Program Management team to ensure all staff are engaged and empowered to achieve program objectives; and iv. Participate in the development and implementation of the organisation strategic plan. 									
Position Dimension & Decision Making Authority:	Key Communication Contacts:								
<p>Without referral to manager –</p> <ul style="list-style-type: none"> • Routine staff management decisions • Management of performance and employee relations • Operational expenditure within delegation and budget <p>Referred to CEO –</p> <ul style="list-style-type: none"> • Capital expenditure • Strategic direction • Budget setting 	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Contact/Organisation</th> <th style="text-align: left; border-bottom: 1px solid black;">Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Chief Executive Officer</td> <td style="padding: 5px;">Daily – Accountable for all position deliverables</td> </tr> <tr> <td style="padding: 5px;">Programs team</td> <td style="padding: 5px;">Daily – Providing leadership and support on accountabilities</td> </tr> <tr> <td style="padding: 5px;">External Agencies and stakeholders</td> <td style="padding: 5px;">As required – building and maintain relationships.</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Chief Executive Officer	Daily – Accountable for all position deliverables	Programs team	Daily – Providing leadership and support on accountabilities	External Agencies and stakeholders	As required – building and maintain relationships.
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Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Program Management	<ul style="list-style-type: none"> • Identify and research culturally appropriate program opportunities to ensure the improvement of health outcomes for the Aboriginal community. • Prepare submissions for new and existing programs to ensure program offerings are achieving improvements to health outcomes in the community. • Develop a detailed understanding of each programs funding contract and requirements • Manage funding contracts and agreements, to ensure that all agreed program requirements are delivered. • Build relationships and networks with government, the community and other external stakeholders to ensure support and recognition of Biripi. 	<ul style="list-style-type: none"> • Achievement of Program requirements • Additional programs identified and developed • Retention /continuation of existing programs
2. Leadership and People Management	<ul style="list-style-type: none"> • Provide leadership to ensure that staff capability is developed to each team member's full potential to assist in achieving the organisation strategic objectives. • Implement an Indigenous succession plan for all non-identified positions. • Ensure that all employees develop and comply with work plans that are consistent with their funding agreements. • Ensure that all employees are comply with relevant WH&S legislation and that any issues are identified and resolved appropriately. • Working in consultation with the Health Services 	<ul style="list-style-type: none"> • HR metrics data, such as retention, unexplained absences etc

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	<p>Manager to ensure effective referral processes are developed between two areas</p>	
3. Budgetary and Financial Management	<ul style="list-style-type: none"> • In consultation with the CEO and senior management team (SMT), contribute to the preparation of annual organisational and Programs budgets. Ensure achievement of the strategic objectives whilst maintaining effective cost controls. • Ensure that program staff are maximising Medicare claim items • Manage the operational budget for the Programs team, including labour and utilities costs, to ensure that costs are controlled and monitored. • Ensure that all programs are managed within budgetary and funding requirements. 	<ul style="list-style-type: none"> • Achievement of budget requirements
4. Strategic Plan and Direction	<ul style="list-style-type: none"> • Participate with the CEO and the SMT to develop and implement the Biripi Strategic Plan. • Develop and implement the Programs Strategic Plan to ensure the achievement of the organisations strategic direction and goals. 	<ul style="list-style-type: none"> • Quality of Strategic Plans • Achievement of Strategic Objectives
3. Compliance	<ul style="list-style-type: none"> • Comply with all relevant legislation and regulatory standards. • Ensure all patient and other information is recorded to achieve compliance with all organisational policies and procedure and legislative requirements. • Ensuring client and community confidentiality is maintained. 	<ul style="list-style-type: none"> • 100% compliance achieved
5. Reports and Statistics	<ul style="list-style-type: none"> • Provide management, statistical and other reports to meet organisational, stakeholder and statutory requirements including analysis, reporting of results 	<ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical

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	and supporting recommendations.	reports
6. Policy and Procedure	<ul style="list-style-type: none"> • Comply with organisational policies and procedures to model best practice behaviour and performance to all staff. • Compliance with and understanding of EEO Legislation 	<ul style="list-style-type: none"> • Management of all relevant policies and procedures to provide consistent and high standards of compliance with policies and best practice
Key Challenges:		Person Specification:
<ul style="list-style-type: none"> • Growing the Programs portfolio of Biripi and increasing culturally appropriate services to the community • Development and implementation of budgetary and associated reporting • Management on a variety of complex funding and program requirements • Leading and motivating the Programs team to deliver on the KPI's of each funding agreement and the overall strategic objectives of the organisation • Maintaining a strong relationship with the Health Services Manager to ensure the two business units compliment and support each other 		<p>Qualifications & Experience –</p> <ul style="list-style-type: none"> • Tertiary qualification in Community Services, Health Administration or Business Management or related discipline • Extensive experience in managing health programs in an Aboriginal community environment • Sound experience in applying for and managing government funding • Deep understanding of and experience in Medicare funding • Demonstrated ability to lead and develop a team • Knowledge of relevant legislation and other statutory requirements • Demonstrated experience in managing budgetary requirements • High level of computer literacy; sound working knowledge of Microsoft Office software • Ability to hold all relevant security clearances including the National Police Check and Working with Children clearance in accordance with Biripi policy and procedures