

POSITION DESCRIPTION

Position Title:	Program Manager – Operational Delivery
Classification:	Level 6, Social, Community, Home Care and Disability Services Industry Award 2010
Salary:	\$83,239 (+ 9.5% Super Guarantee)
Status:	Full Time
Reports to:	General Manager
Direct reports:	1
Role Function:	The Program Manager – Operational Delivery leads, directs and manages the day-to-day operations of the AMRRIC One Health animal management program.

CORE DUTIES:

Program Management

- Scope, plan, implement and evaluate veterinary and education programs using AMRRIC's one health model of approach.
- Respond to requests for assistance from community and members of the public. Follow up on these requests and scope for intervention needs.
- Determine program needs, schedule programs, identify resources required and their source, plan and implement programs within resource capacity, evaluate completed programs.
- Within scope of above mentor and support Education Officers in their program delivery role.
- Take responsibility for the logistics of all programs. This includes WHS and equipment maintenance prior to and following program delivery.
- Ensure all financial management of the program is maintained including the use of grant funds in accordance with agreements.
- Extract data outputs for monitoring, funding and organisation reports and other stakeholders and purposes as needed
- In collaboration with the Program Manager – Strategic Delivery, ensure appropriate data systems are implemented and updated, enabling AMRRIC to monitor and evaluate progress against short and long-term goals.

Advocacy & Stakeholder Engagement

- Maintain collaborative relationships with Indigenous communities and all stakeholders to promote the benefits of partnering with AMRRIC to improve overall community health and wellbeing.



- With the support of the CEO and in collaboration with the Program Manager – Strategic Delivery, provide input into the development of strategic organisational documentation, such as position statements, public submissions and research proposals.
- Represent AMRRIC at public forums, community meetings, and conferences.
- Work with team members to develop stories and awareness raising material for the promotion of the work of AMRRIC.
- Regularly review and update the CRM database of program stakeholders for reporting.

People Leadership and Management

- Provide visible and positive leadership to staff and volunteers.
- Ensure a positive and safe work environment where the efforts of staff and volunteers are recognised and where they are encouraged to develop to their optimum potential.
- Provide relevant training and learning opportunities for all staff including appropriate mentoring and leadership support.
- Manage staff performance as required, and ensure that all annual staff appraisals/ performance reviews are relevant, constructive and completed in a timely manner.

Professional Development

- Attend and contribute to AMRRIC staff meetings.
- Participate in regular professional development.
- Maintain relevant knowledge around animal management

SELECTION CRITERIA:

Relevant Experience

- Ability to work to conflicting priorities and deadlines.
- Demonstrate experience in program or project management
- Demonstrate excellent verbal/written communication skills with a diverse range of stakeholders, including the ability to relate to, motivate and empathise with a range of people from different backgrounds
- Demonstrate successful conflict management skills
- Demonstrate enthusiasm for and commitment to animal health and wellbeing
- Demonstrate passion around health and wellbeing in remote Aboriginal and Torres Strait Islander communities.
- Sound computing and data management skills including the use of Microsoft Office
- Maintain and exercise discretion in the use of confidential information

Scope

- Flexibility and willingness to travel and stay in remote communities
- Work additional hours as required

Educational Requirements

- Bachelor of Science (Veterinary Bioscience); Doctor of Veterinary Medicine, or similar qualification
- Minimum 3 – 5 years demonstrated project management experience.
- Previous experience in a not for profit environment is desirable.
- Manual, unrestricted driver's license
- Ability to obtain a non-disclosable National Police Criminal History Check



- Working with Children check valid across jurisdictions, or the ability to obtain such.

Manager Name:

Signature:

Date:

Employee Name:

Signature:

Date:

Version	Date	Changes	Who
V1	23/11/18	Development of Document	BR
V2		Amendments to document	M.White
V3	05/11/19	Final document reviewed	L,Shaw