



POSITION DESCRIPTION

Position Title:	Primary Care Training & Engagement Manager
Location:	Brisbane Sydney Melbourne
Employment Status:	Full time (1 FTE)
Reporting Relationships:	General Manager Clinical Programs Research & Innovation
Date:	September 2019

PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the purpose, desired candidate attributes and key responsibilities encompassed within the Primary Care Training & Engagement Manager role. The key areas of responsibility and performance indicators are tied to performance review and career development. This document should be reviewed annually as changes in the organisation may result in the need to update the position description.

SECTION 1

THE LUNG FOUNDATION MISSION

Lung Foundation Australia's (LFA) vision is to ensure that lung health is a priority for all in Australia and to promote lung health in Australia by:

- Promoting lung health
- Promoting timely diagnosis of lung disease
- Supporting those with lung disease and their carers
- Promoting equitable access to evidence-based care
- Driving quality research and raising funds for medical and scientific research;
- Influencing public policy, through advocacy across all levels of government.

THE LUNG FOUNDATION VALUES

The Lung Foundation operates under the principles and respect for the law and system of government, respect for people, integrity, diligence, and efficiency.

THE LUNG FOUNDATION ENVIRONMENT

The Lung Foundation has three offices with 20 professional / administrative staff based in Brisbane, 4 professional staff based in Sydney (the fundraising and development team), 2 in Melbourne, including the General Manager Clinical Programs Research & Innovation, supported by a team of dedicated volunteers.



SECTION 2

PURPOSE OF THE ROLE:

The objective of the Primary Care Training & Engagement Manager role is to establish and maintain productive partnerships with the primary health care (PHC) sector, especially Primary Health Networks, to attract investment in lung health and build the capacity of the health professional workforce to deliver patient-centric and evidence-based care for individuals impacted by lung conditions, including lung cancer.

ROLE DETAILS:

The Primary Care Training & Engagement Manager is a full-time position and can be based at one of the LFA offices located in Melbourne, Sydney or Brisbane. With this role the preferable location would be Melbourne however candidates in Brisbane or Sydney are warmly encouraged to apply.

SKILLS, QUALIFICATIONS AND KEY ATTRIBUTES REQUIRED (KEY SELECTION CRITERIA)

- Highly developed stakeholder engagement and relationship management skills
- Highly developed written and verbal communication skills
- Ability to plan, deliver and report on projects and activity aligned to organisational strategy and identified priorities
- Adept project management skills, ideally with direct experience in delivery of projects in health or primary care sector
- Integrity, adaptability and flexibility
- Proven leadership skills with ability to provide direction, supervision and support to staff and peers
- Ability to effectively and efficiently manage multiple work plans and competing priorities
- Attention to detail and excellent organisation skills

This role is ideally suited to an individual with a clinical or public health background with experience in the PHC sector. Direct experience in managing partnership projects and stakeholder relationships is highly desirable.

- Desirable knowledge and/or experience in donor data base software (i.e. Salesforce CRM).
- National Police Check
- Working with Vulnerable Persons Check



KEY AREAS OF RESPONSIBILITY

The Primary Care Training & Engagement Manager will lead a communication and engagement strategy to proactively engage with PHNs and other commissioning agencies (including health departments, services and networks) and identify opportunities for collaboration through co-design and/or delivery of projects strategically aligned to Lung Foundation Australia's core strategic priorities as outlined the *National Strategic Action Plan for Lung Conditions*, and; *Making Lung Cancer a Fair Fight: A Blueprint for Reform*.

SECTION 3

REPORTING RELATIONSHIPS

The Primary Care Training & Engagement Manager reports to the General Manager Clinical Programs Research & Innovation.

The Primary Care Training & Engagement Manager provides direct supervision to future project staff employed to deliver activity under the PHN engagement strategy.

Provision of leadership and support is informally provided to members Clinical Programs Research & Innovation team; in particular the Clinical Training & Education Coordinator (based in Brisbane).

SECTION 4

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place six monthly with those who are direct reports to this position.



SECTION 5

ACCEPTANCE OF POSITION DESCRIPTION

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

(Employee name)

Date

(Manager)

Date

Version control
Approved by CEO
Review date

Aug 2019
January 2020