

POSITION DESCRIPTION

NON-ONGOING POSITION

PROJECT OFFICER, CGM EDUCATION AND SUPPORT PROGRAM - NATIONAL DIABETES SERVICES SCHEME (NDSS)

ORGANISATIONAL CONTEXT

Diabetes Australia is the national peak body for people affected by all types of diabetes and those at risk. Diabetes Australia is committed to reducing the impact of diabetes. We work in partnership with diabetes health professionals and educators, researchers and healthcare providers to minimise the impact of diabetes on the Australian community.

Diabetes Australia is a respected and valued source of information, advice and views utilised by government and the community. Our credibility and independence as a national voice allows us to translate knowledge and evidence into advocacy and programs for diabetes.

Diabetes Australia has managed the delivery of the NDSS in partnership with successive Australian Governments since its inception in 1987. A new, four-year agreement was signed in May 2016 whereby the Government committed \$174 million funding to Diabetes Australia for the NDSS through to June 2020.

GENERAL SCOPE OF ROLE

The Continuous Glucose Monitoring (CGM) Education and Support Program is a project that has been established to support the introduction of CGM products on 1 April 2017 into the suite of diabetes-self management supplies available for eligible NDSS registrants.

The CGM Education and Support Program consists of four separate initiatives designed to support the Government's investment by maximising the benefit that the individual eligible registrant will experience from using CGM therapy.

This position is a non-ongoing, short-term contract position to 30 September 2018.

REPORTING

The Project Officer, CGM Education and Support Program reports directly to the Program Manager, NDSS.

STAFF RESPONSIBILITIES

None

QUALIFICATIONS AND EXPERIENCE

- Experience in and/or knowledge of project management practices is essential.
- Tertiary qualifications in a health-related field, management, business or equivalent are highly desirable.
- Experience in health sector education campaigns desirable.

KEY ATTRIBUTES AND SKILLS FOR THIS POSITION

Leadership

- Prioritises workload according to competing demands and can rapidly shift focus to meet emerging challenges.
- Is self-directed and has the ability to work independently with minimal supervision whilst contributing to a high performing team environment.

Stakeholder engagement

- Cultivates productive and collaborative working relationships with internal and external stakeholders.

Result oriented

- Well-developed knowledge of public health education and awareness campaigns.
- Demonstrated ability to achieve project outcomes on time and within budget and scope

Communication

- Excellent verbal communication and negotiation skills.
- Ability to synthesise large volumes of information into succinct and technical proficient written documents for a broad range of purposes
- Demonstrated ability to prepare reports in a timely manner.
- Strong information technology skills

Commitment and drive

- Is committed to achieving project aims, objectives and outcomes on time and within scope.
- Demonstrates professional judgement and probity.

All employees are expected to have an understanding of, and commitment to, the principles of workplace diversity, equity and occupational health and safety.

All employees are expected to uphold Diabetes Australia's values.

KEY RESPONSIBILITIES

The Project Officer, CGM Education and Support Program has the responsibility for completing and coordinating all tasks required to ensure the timely delivery of the outputs and the outcomes of the CGM Education and Support Program as detailed in the approved program plan.

The key responsibilities are:

- developing and maintaining collaborative and effective stakeholder relationships that contribute to successful delivery of the CGM Education and Support Program
- leading the development of CGM information and resources registrants and/or their parents/carers
- leading the development of CGM resources and education for health professionals.
- building an online peer support network for CGM users and their parent/carers
- monitoring and enhancing the quality and efficiency of CGM-related telephone support provided via the NDSS Helpline
- monitoring and reporting of progress, performance and budget of the CGM Education and Support Program
- monitoring and reporting issues and risks associated with the CGM Education and Support Program.

The Project Officer, CGM Education and Support Program will contribute to the planning, development and delivery of other projects within the Program Team.

Approved by: A Polinelli February 2018

Due for review: January 2019