



**PROGRAM MANAGER – NATIONAL BEST PRACTICE UNIT
TACKLING INDIGENOUS SMOKING**

JOB & PERSON SPECIFICATION

SEPTEMBER 2020

POSITION DESCRIPTION

National Best Practice Unit Tackling Indigenous Smoking (NBPU TIS)



The National Best Practice Unit Tackling Indigenous Smoking supports regional tobacco grant recipients in their efforts to reduce the rates of smoking among Aboriginal and Torres Strait Islander people.

Position: Program Manager. This is a senior position at Ninti One.

Reporting to: Project Director, NBPU TIS

The Program Manager, National Best Practice Unit Tackling Indigenous Smoking is responsible for the day-to-day management of the Unit, including all operating and outreach activities, including liaising with NBPU consortium partners and the grant recipients. The position will supervise Unit staff including the Project Officers, Communication and Support Officers, and will liaise with other Ninti One corporate support staff in order to achieve the project work plan.

This work includes:

- Overseeing and participating in the delivery of the objectives and outputs of the NBPU TIS contract on time and on budget and to necessary quality, including:
 - Managing NBPU TIS project related staff and coordinating input from other specialist areas including communications and engagement and impact assessment
 - Project planning and management
 - Day to day liaison with grant recipients
 - Day to day liaison with consortium partners
 - Reporting to the Department of Health according to the NBPU TIS project's milestone schedule, as well as internal Ninti reporting
 - Communicating with the Department of Health
 - Supporting the governance structures (internal, consortium and key stakeholders)
 - Assisting in preparation of the NBPU TIS project budget
 - Overseeing preparation and implementation of communication and risk management plans
 - Providing day-to-day contact points for Department of Health and external evaluators
- Developing, improving and overseeing the maintenance of systems, policies and work practices that support the work of the NBPU TIS
- Developing and maintaining a close working knowledge of social, political and scientific developments relating to tobacco control that are likely to impact on the work of Ninti One and its partners and bring this knowledge to bear on project work
- Contributing to a team culture that engenders collaboration with grant recipients, consortium partners and across disciplines and cultures
- Resolving critical issues within established parameters and protocols of the project, and making recommendations to resolve such critical issues which require actions beyond current parameters and protocols
- Ensuring on-ground delivery experience is fed back into project activities and systems improvement
- Undertaking any other relevant work as required

Qualities and skills

The role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The Program Manager must have an understanding of the issues affecting Aboriginal and Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander People.

- Experienced and successful project and/or organizational manager
- Team worker, collaborator
- Organised and efficient, successful delegator
- High level communication skills
- Excellent understanding and experience of Aboriginal and Torres Strait Islander culture
- Available for extensive interstate travel

Desirable

- Understanding or ability to gain understanding of tobacco reduction programs
- Experience in Aboriginal and Torres Strait Islander wellbeing

Essential

- Must be a non-smoker



HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call Justin or Hannah Way on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.