

# POSITION DESCRIPTION – Program Manager

## ORGANISATIONAL CONTEXT

The Australian Research Data Commons (ARDC) is Australia's leading research data infrastructure, funded by the Australian Commonwealth Government through the [National Collaborative Research Infrastructure Strategy \(NCRIS\)](#). We partner with the research community and industry to build leading-edge digital research infrastructure to provide Australian researchers with competitive advantage through data. At the ARDC, we're accelerating Australian research and innovation by driving excellence in the creation, analysis and retention of high-quality data assets.

The ARDC is committed to diversity, equity and inclusion in the workplace. The ARDC seeks to foster an organisational culture that understands the value of individual differences and embraces and promotes treating all people with respect, dignity and equity. This is supported by the ARDC's organisational values: Ambition, Focus, Collaboration, Flexibility, Transparency.

## POSITION PURPOSE

The ARDC has extensive experience in co-designing and delivering national digital research infrastructure programs, with data and infrastructure expertise. The Program Manager sits within the National Coordination Business Unit to support the ARDC's strategic objectives.

The Program Manager is responsible for co-designing and delivering programs of work for and across the ARDC's People Research Data Commons.

The position will work with a pool of project and expertise resources across the ARDC to deliver programs. The Program Manager will manage interdependencies between the suite of projects in their program to ensure cross-pollination of resources and solutions.

The position is responsible for coordinating the application of analytical skills and discipline expertise across a range of areas. This includes identifying requirements and specifications; stakeholder management; project scoping, co-design and development; input of research data management knowledge; workflow design.

The position requires active collaboration across the ARDC. The Program Manager may be required to lead a team to execute a program of work, which includes working with geographically distributed staff.

This role will work predominantly in the People Research Data Commons, ARDC's national research infrastructure for health research and translation.

**Reporting Line:** As a senior position, the Program Manager works with a high degree of autonomy and reports to the Manager, Program Design and Delivery under broad supervision. The position has no direct reports but will be expected to work across a number of indirect reports to help co-design and deliver programs.

## KEY RESPONSIBILITIES

1. Lead, manage and be accountable for all aspects of the program/s lifecycle, including developing and reviewing processes to ensure the successful implementation of program goals within assigned budget, resource allocations and reporting requirements.
2. Provide oversight of the program governance with co-investment partners, including defining project plans, milestones, deliverables and timeframes for delivery of projects within the program.



3. Identify and manage interactions between programs of work across the ARDC, including undertaking high-level creative planning for cross-theme programs and initiatives.
4. Maintain, implement and review the operations of program/s, including day-to-day management of program team members and provision of advice, recommendations and suggestions for how best to ensure efficient and effective implementation.
5. Develop and implement innovative solutions to problems and provide specialist advice to key stakeholders; represent and promote ARDC's interests externally to industry, government, professional bodies and the wider research community to enhance the program; and establish collaboration opportunities across program stakeholders and promote new opportunities.
6. Review and evaluate risks and determine mitigation strategies to ensure that the program's progress and outcomes can be achieved.

## KEY SELECTION CRITERIA

### Education/Qualifications

The appointee will have:

- A degree with subsequent relevant experience; or
- extensive experience and specialist expertise/broad knowledge in a program management field; or ● an equivalent combination of relevant experience and/or education/training.

### Knowledge and Skills

1. High-level planning and organisational skills, with experience in designing and delivering large programs with multiple stakeholders and projects.
2. Demonstrated understanding of health research and development processes, and the complexities involved in supporting research.
3. Demonstrated understanding of how researchers use data in health research and the infrastructure need to support them (such as data findability, secure data accessibility and governance, data harmonisation, and data analytics)
4. Demonstrated capability in leading strong and high performing multi-disciplinary teams, encouraging professionalism, innovation, continuous improvement and a culture of excellence in a complex and distributed organisation.
5. Excellent interpersonal, verbal and written communication skills, including the ability to influence senior management, develop professional and effective communications for a range of audiences and deliver engaging presentations to large groups.
6. Excellent relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders such as research organisations, researchers, government representatives and industry partners.

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