Position description

Position title: Project Manager - Health Professional Education
Employer: Jean Hailes Foundation
Location: East Melbourne
Department: Public Health & Education
Supervisor/Manager: Head, Public Health & Education
EFT: 0.8 – full time (negotiable)
Date: November 2022

Background

Jean Hailes for Women’s Health is a national not-for-profit organisation dedicated to improving the knowledge of women’s health throughout the various stages of their lives, and to providing a trusted world-class health service for women.

We combine research, clinical care and practical education for women and health professionals. Our key point of difference is the translation and dissemination of research and medical evidence into easy-to-understand health information, delivered in multiple ways, to suit our audiences.

Our mission is to create a healthier future for all women.

Department

The Public Health and Education Team is responsible for:

- Planning, developing, delivering and evaluating education outputs for Jean Hailes, including:
  - Ensuring the latest, high quality, evidence-based information is available to women and health professionals in appropriate formats;
  - Liaising with key national and international researchers to ensure latest evidence is incorporated in Jean Hailes content;
  - Incorporating the knowledge and expertise of the clinical staff into Jean Hailes education; and
  - Reviewing and evaluating all public-facing education and health information to ensure accuracy, usability and fit for purpose.

- Liaison with state/territory and federal governments, health professional peak bodies, consumers/community representatives and other key stakeholders.
Summary of position

The Project Manager - Health Professional Education will manage the planning and delivery of Jean Hailes continuing professional development and education offerings. This program is designed to improve knowledge and skills in women’s health for health professionals. Working closely the Head, Public Health & Education, the role will monitor the women’s health landscape and the learning needs of Jean Hailes audiences and provide responsive, relevant, evidence-based education that meets the needs of the sector.

This role will at times work with other members of the Public Health and Education team to develop and deliver education products and resources for women, ensuring adherence to best practice health literacy principles including diversity responsiveness.

Key job requirements, responsibilities and ongoing performance indicators

Professional development management

- Regularly assess and monitor the women’s health learning needs of Australian health professionals and together with current women’s health needs/issues, use this to guide the development of education activities.
- Manage the development and updating of content eg e-Learning courses for health professionals by engaging with subject matter experts, clinicians and health professional peak bodies.
  - Manage the upload of content to the LMS/e-Learning platform, registration process and communication with learners
- Meet all requirements for CPD provision for relevant registration and accreditation bodies eg RACGP, ACCRM
- Plan, develop and manage evidence-based education activities eg webinars for health professionals through online, face to face and other channels. Tasks will include:
  - Planning content
  - Coordination of clinician/expert presenters
  - Coordination of production teams for webinar delivery
- Coordinate ongoing evaluation of education with incorporation of evaluation results into planning and content review processes.
- Assist with the delivery of large/ one-off Jean Hailes internal CPD events.
- Maintain relevant internal tracking database of delivered activities used for reporting on the organisation’s government contract.

Relationship and stakeholder engagement

- Develop and manage database of speakers/contributors and health professionals for distribution of education opportunities.
- Maintain relationships with key sector organisations including maintaining accreditation status with RACGP, ACCRM, APNA and others where applicable.
- Develop effective and collaborative working relationships with all key internal stakeholders.
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Community education

- At times the role will work with the Head of Public Health and Education, team members within Jean Hailes, and external stakeholders to develop and deliver projects and consumer resources designed to improve knowledge and understanding of women’s health for women across Australia.

Miscellaneous

- Identify and pursue opportunities to increase reach through partnerships conferences, including HealthEd, medical media and other channels.
- Supervise and ensure the completion of administrative requirements for accreditation of education.

General

- Support and assist team members and other projects as required.

Statutory & policy responsibilities

N/A

Relationships

Direct Reports
- Project Support Officer (3 days 0.6 EFT)

Indirect Reports
- Team members involved in HP education projects

Internal Relationships
- Work closely with community & health professional project officer to plan and deliver program elements

External Relationships
- Relevant stakeholders such as RACGP, ACRRM

Selection Criteria

Education level

- Tertiary qualifications or significant experience in education, public health, health promotion, health professional training or CPD, nursing or other relevant area.

Experience

Essential
- Demonstrated experience in health, education and/or promotion, with a practical understanding of best practices in education, adult learning principles, knowledge attainment and professional development.
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▪ Demonstrated experience in the development of high-quality education activities for health professionals
▪ Experience in the management of an LMS/e-Learning platform eg Rise 360, Litmos

Desirable
▪ Program evaluation design and implementation
▪ Continuing professional development (CPD) training with RACGP

Knowledge & Skills

Essential
▪ Significant knowledge of health professional peak bodies, medical colleges, PHNs and other relevant entities.
▪ Demonstrated project management skills including planning, implementation, quality assurance and evaluation

Desirable
▪ Demonstrated experience in working with diverse audiences and the practical application of an intersectional approach to projects

Personal Attributes
▪ The ability to develop effective and collaborative working relationships with internal and external stakeholders and to build on existing partnerships, programs and events and create new opportunities.
▪ Ability to contribute to a positive and learning-focused work environment with initiative and a proactive approach.
▪ Values collaboration, self-improvement and growth.
▪ Demonstrated ability to participate positively in a team.

Workplace Policies and Practices

All Jean Hailes employees and contractors are required to familiarise themselves with the organisation’s policies and procedures and to abide by them at all times.

It is expected that at all times employees and contractors will:
▪ Be respectful towards the organisation, colleagues, consumers and stakeholders.
▪ Support the Jean Hailes vision and strategy and demonstrate the values of Jean Hailes.