

POSITION DESCRIPTION: Project Manager – The Navigator Project (Rare and Complex Disease Telehealth Nurse Program)

ABOUT THE ORGANISATION

Rare Voices Australia (RVA) is the national non-profit peak body, representing Australians living with a rare disease. We are dedicated to working with key stakeholders to drive the best outcomes for Australians living with a rare disease. RVA’s work is non-disease specific and is based on the commonalities of rare disease. Our advocacy focuses on rare disease policy, processes and systems.

- We provide a strong unified voice to advocate for rare disease policy reform, as this is essential to improving the lives of the estimated two million Australians living with a rare disease.
- We progress and oversee the collaborative implementation of the Australian Government’s [National Strategic Action Plan for Rare Diseases](#) (the Action Plan). RVA led the collaborative development of the Action Plan, which was launched in February 2020 by the Australian Government with strong bipartisan support. Developed ‘by the rare disease sector, for the rare disease sector,’ the Action Plan is the first nationally coordinated effort to address rare diseases in Australia.
- We provide leadership and advocacy, raise awareness of issues and influence policy by engaging with key stakeholders in the rare disease sector and facilitating collaboration.
- Our collaborative approach to working with our 100+ RVA Partners (rare disease groups/organisations) and other stakeholders ensures our actions are well considered and well targeted, sustainable and geared towards achieving a high collective impact.
- Our national team is collaborative and strategic. We are innovative thinkers who are nimble and proactive. We are comfortable working remotely as our team members are located across Australia. We all pitch in when needed, and act with the highest level of integrity and respect. We thrive on achieving progress on the big issues for people living with a rare disease.

Position Title	Project Manager – The Navigator Project (Rare and Complex Disease Telehealth Nurse Program)
Salary	\$95,200k per annum FTE, based on a 38-hour week, pro rata, plus super
Benefits	Not for Profit Salary Packaging Benefits, which reduces your taxable income
Work Location	Flexible. Current staff work from home offices. The successful applicant may be based in or near any Australian capital city or major regional centre.
Hours	Part-time position 30 hours/week – we are willing to negotiate hours with the right applicant. Flexible office hours. Occasional overtime work and some interstate travel are required.
Length	3-year fixed term contract with the potential for renewal

RVA is recruiting a Project Manager for The Navigator Project who will report to our Chief Executive Officer. The Navigator Project was named the recipient of the Rare and Complex Disease Telehealth Nurse Program Commonwealth Department of Health and Aged Care grant in June 2023. The Navigator Project will support the estimated two million Australians living with a rare disease to navigate the health system, including via the assistance of telehealth nurses. This activity is scheduled to run over three years from mid-2023 and RVA is the lead consortium partner. [Read more about The Navigator Project in this article on RVA's website.](#)

RESPONSIBILITIES

The Project Manager will be responsible for project management, project reporting and overseeing project deliverables. Additionally, they will play a key role in stakeholder relations, ensuring strong relationships between all collaborators to ensure the best outcomes for The Navigator Project. The Project Manager's specific responsibilities include:

- Overseeing and managing the delivery of The Navigator Project to ensure it meets its project milestones, including the provision of reports to the Department of Health and Aged Care.
- Undertaking day-to-day project management, which will include liaising with a diverse range of stakeholders and project partners (e.g. rare disease clinical teams, government personnel, evaluators, consumer-led rare disease groups/organisations, health care professionals and other stakeholders).
- Managing project dependencies, risks, issues, change requests and financials to ensure appropriate arrangements are in place.
- Liaising and developing strong relationships with stakeholders and consumers. This includes identifying and working effectively with health care providers and relevant organisations to support implementation of The Navigator Project.
- Developing and implementing systems and processes to ensure smooth operations.
- Working with relevant RVA staff to ensure compliance with applicable laws, regulations and ethical guidelines related to telehealth and patient privacy.
- Overseeing the evaluation component of The Navigator Project, working with RVA's Research and Evaluation Manager and independently appointed evaluators. This includes reporting on the evaluation of The Navigator Project's three core components.
- Identifying learnings, gaps and strengths to facilitate iterative improvements and the successful implementation of The Navigator Project.
- Collaborating with internal and external partners to promote The Navigator Project. This includes organising meetings with The Navigator Project's Expert Advisory Group. Additionally, this may involve representing RVA and The Navigator Project at conferences, meetings and other relevant forums.

OTHER DUTIES

- Actively participate in the planning and facilitation of RVA events, including the biennial National Rare Disease Summit which engages all stakeholders (rare disease groups/organisations, researchers, clinicians, key peak bodies, industry and government).
- Contribute to a positive and effective team focused on improving the lives of Australians living with a rare disease.

KEY SELECTION CRITERIA

1. Proven health care-related project management experience, with an in-depth understanding of the project life cycle and strategic development of project plans, objectives and documentation.
2. Experience managing government grants.
3. Knowledge of rare and/or complex diseases, and their impact on people and families.
4. Experience with telehealth services.
5. Excellent written and verbal communication skills, with a high level of attention to detail. The successful candidate must be able to provide clear and accurate information and maintain professionalism and confidentiality.
6. Demonstrated high level proficiency in budgeting and resource allocation procedures.
7. Demonstrated success working proactively, effectively and collaboratively on initiatives with a diverse range of stakeholders (e.g. academics, clinicians, consumers).
8. Excellent leadership and interpersonal skills with the ability to build and maintain relationships and partnerships.
9. High level competency across a range of computer systems and applications, including Microsoft Office, Zoom and Microsoft Teams.
10. Excellent time management skills, with a demonstrated ability to work autonomously, change priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
11. Commitment to person-centred care and advocacy for rare disease communities.
12. Fits the culture and values of the organisation: respect and care for others; supporting people to succeed; recognising and valuing different strengths and capabilities of team members; collaboration and co-operation; and a person-centred approach to decision making.

DESIRABLE CRITERIA

1. Relevant health-related qualifications (e.g. nursing, social work).
2. Experience working in the rare and complex disease sector.
3. Experience working in the non-profit sector.
4. Working with children check.

OTHER RELEVANT INFORMATION

- The appointee will be subject to a probation period of six months.
- The position will be subject to a National Police Records Check.
- Applicants must be an Australian citizen, permanent resident or hold a valid work permit or visa.
- RVA is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds.

For details concerning this role, please contact:

Chief Executive Officer: Nicole Millis
Phone: 0459 021 204
Email: nicole.millis@rarevoices.org.au

APPLY FOR THIS JOB

Forward your application, addressing the Key Selection Criteria, as well as a copy of your CV to nicole.millis@rarevoices.org.au by **5pm AEDT Sunday, 5 November**.