

## Head of Programs

Department/Section:	Program Delivery Unit
Job Type:	Ongoing
Full Time / Part Time:	Full-time
Location:	Canberra
Salary Classification	Level SM1

### About the Australian Academy of Science

The Australian Academy of Science is a national learned academy of distinguished Australian scientists, championing science for the benefit of all.

The Academy is an independent, non-government, not-for-profit organisation delivering science-based advice and advocacy. Its aim is science in the service of the nation – a sustainable and prosperous future for all Australians, and to secure Australia’s place in global science.

The Academy Council sets the strategic direction of the Academy on behalf of its Fellowship to advance Australia as a nation that embraces scientific knowledge and whose people enjoy the benefits of science.

### Our culture

The Academy reflects organisational values that earn and sustain trust. The Academy is independent, non-partisan and ethical; acts with integrity, honesty, and transparency; supports diversity and inclusion; and is respectful of sources of knowledge, such as those of First Nations people.

We offer a safe, flexible and inclusive work environment and strive to create an environment that connects, respects and values staff, investing in them to nurture and develop them as professionals.

### The position

This position is part of a Secretariat, accountable to the Academy Council, that works as a team to deliver the priorities and commitments set out in the Academy’s strategic plan.

The Program Delivery Unit provides strategic, service-focused program management capabilities, delivering STEM grant projects and programs to highlight and support diversity and excellence in science, maintaining strong situational awareness of program status and progress to ensure alignment with the Academy’s mission.

The Head of Programs leads and manages the delivery and continual enhancement of the Academy’s suite of national and international grant projects, programs and awards.

The role has responsibility for designing, implementing and maintaining the Academy’s program delivery methodologies, applying contemporary program management practices, systems and processes towards realisation of benefits and achievement of Academy priorities.

The delivery of Academy programs is undertaken on behalf of and in partnership with a wide range of stakeholders including Fellows, donors, philanthropists, STEM sector early- and mid-career researchers (EMCRs), government departments and national and international science organisations. Working closely with the senior leadership team, the Head of Programs ensures that these relationships and related programs are well managed, positively maintained and work effectively.

## Duties and responsibilities

Reporting to the Chief Operating Officer:

1. Manage the Academy's portfolio of programs and grant projects of varying size and complexity, maintaining an overview of the whole portfolio to ensure they are delivered to the required time, quality, cost and scope with maximum effectiveness to achieve strategic goals, stakeholder satisfaction, contractual requirements, legislative compliance and financially sustainable returns.
2. Oversee the end-to-end management of the Academy's suite of awards and prizes, including development of guidelines, criteria and supporting documentation, the application and assessment process, establishment of selection committees, and the provision of secretarial support throughout the assessment process.
3. Design, implement and maintain program management systems, procedures and practice guidelines that enable effective performance monitoring and evaluation, data collection, analysis, reporting and regulatory compliance.
4. Working closely with the Engagement team ensure that grant, award and program related events, publications and promotional assets are designed, delivered and leveraged to communicate impact and highlight the Academy's work in supporting diversity and excellence in science.
5. Provide insightful advice to the senior leadership team to identify new strategically aligned projects, programs and awards.
6. Lead the application process for new grants and programs, developing business cases and project plans, and provide oversight of the financial modelling required for the establishment of awards, prizes, programs and grants.
7. Ensure that relationships with program stakeholders including Fellows, donors, philanthropists, EMCRs, government departments and national and international science organisations are well managed, positively maintained and work effectively.
8. Working closely with senior leadership team, ensure that EMCR activities and programs are strategically aligned with the Academy's work, and the Academy supports and champions this cohort of researchers.
9. Contribute to the setting of operational priorities, reporting, annual budget setting and tracking.
10. Lead, guide and support a strategic, service-oriented Program Delivery function, fostering a high performing team with a continual improvement mindset. Set expectations, manage performance and support staff development. Mentor staff to embed a culture of excellence.
11. Proactively model and uphold the Academy's organisational values and articulate and actively work to support the Academy's commitment to diversity, equity and inclusion and development of a positive workplace culture in which all staff are supported to achieve excellence.

## Qualifications and experience

- Tertiary qualifications in a relevant discipline or substantial equivalent work experience is essential. Program or project management qualifications would be an advantage.
- Extensive experience working in program delivery and project management.
- A good understanding of the not-for-profit and STEM sector and government procurement guidelines would be desirable.

## Selection criteria

- Sound commercial acumen, with demonstrated experience in grant management and program design and delivery, combined with the financial and resource management skills to secure funding for the continued delivery of existing programs as well as leading funding proposals, tenders and submissions for new programs.
- A strategic mindset with the ability to identify new grant opportunities and conceptualise new programs aligned to strategic priorities and support the application and proposal development processes.
- Proven ability to design and implement program management systems, procedures and practice guidelines that are user friendly, meet the needs of multiple stakeholders and users and enable effective evaluation, analysis, reporting and regulatory compliance.
- Ability to manage a range of complex activities concurrently, balancing workload and project requirements to ensure successful program delivery to a high standard.
- Well-established stakeholder management and communication skills with a proven ability to develop, manage and maintain strategic relationships.
- Highly developed analytical and problem-solving skills, including the ability to monitor emerging and future issues and risks, identify their impact and respond on the basis of sound judgement.
- Advanced interpersonal skills including the ability to self-manage, resolve cross cultural conflicts and provide advice and guidance to boards, committees and the senior executive.
- Experience developing and managing professional teams with diverse workloads and skill sets. Ability to instil confidence, foster collaboration, and provide clear direction to deliver quality and timely results.
- A demonstrated commitment to workplace diversity, workplace participation, WHS and equity principles.