Queensland Positive People

Job Title	RAPID Program Manager
Organisation	Queensland Positive People Incorporated (QPP)
Work Hours	38 hours per week Monday – flexible hours, to be negotiated. Tuesday to Friday 12:00 – 20:00 aligning with clinic's operating hours.
Contract	Full time position from employment commencement date to 30 June 2026 - continuation of employment depends on continued programme funding.
Remuneration	Social, Community, Home Care and Disabilities Award 2010 Level 7 + superannuation + leave loading Salary packaging of up to $35,000 gross up value (i.e., currently up to $15,900 Expenses + $2,650 Meals, tax free).
Location	Meanjin Brisbane
Reports to	Chief Executive Officer

Primary Purpose of Role

The RAPID Program Manager is a member of the QPP Management Team, led by the CEO. The position is responsible for leading the operational management of the RAPID HIV and STI peer-led point of care testing program and other outreach prevention and testing initiatives. The position has operational oversight and responsibility for clinical governance and quality assurance, people management, stakeholder engagement, risk and financial management and works closely with the CEO contributing to strategic planning and prioritisation, growth, and sustainability of QPP's RAPID Program.

QPP Values

Diversity	• We value and celebrate our diverse community and we welcome the opportunity to walk with others, hear different voices and break down barriers.
Equity	• We recognise that each person is an individual, and we help provide the resources and opportunities needed to reach a just and fair outcome.
Quality	• We innovate and deliver services founded on best practice, through lived experience, consultation, and research. We strive to be reliably informed to remain accountable.
Freedom	• Freedom for self-determination, this is what enables us to achieve our unlimited potential. We support social transformation through individual and collective engagement, and we uphold the power of people to effect change.
Empathy	• We build relationships based on compassion. We do this by demonstrating kindness, respect and by listening, and reflecting.
Belonging	• We recognise the importance of connection, and we build supportive environments that value open participation from people with different ideas and perspectives.

Key Responsibilities/Accountabilities

Leadership

- Provide program and quality leadership in developing, advocating for, and implementing QPP's strategic and operational plans; Diversity, Inclusion and Belonging and Reconciliation Action Plans.

- Participate as a member of the QPP management team in formulating operational strategy and policy within areas of responsibility and accountability, contributing to a safe, strong, effective, and cohesive management team and organisational culture.

- Ensure conduct and leadership approach aligns with organisational vision, mission, and purpose.

- Lead, support, mentor, coach and develop direct reports by creating an environment that maximises their strengths, resources, full potential and to achieve their agreed targets.

- Build and maintain a safe and open culture where staff are supported to actively collaborate.

- Provide leadership and support in the development and implementation of RAPID Program and organisation-wide learning and development, and team building initiatives.

- Proactively seek opportunities for development of leadership skills including external mentorship.

Program Management

- Manage the development and implementation of the RAPID components of the operational plan to ensure alignment and achievement of QPP's strategic direction.

- Contribute to the development, implementation, evaluation and reporting of funded programs and project grants.

- Oversee best practice human resources management of the RAPID team - role descriptions, recruitment, work plans, rosters, induction, training, supervision, and performance management to ensure staff are well equipped to perform their roles.

- Lead the development and management of RAPID's role in research and clinical trials to facilitate ongoing human ethics research council approval.

- Identify service gaps and implement service model changes as required.

- Act on opportunities for new funding and growth of services to ensure QPP continues to meet the needs of the community.

- Lead and coordinate the RAPID Advisory Committee identifying actions and priorities and participate in other relevant working groups.

- As directed by the CEO, undertake a range of projects/responsibilities to strengthen program and services efficiency and effectiveness.

Quality and Risk

- Contribute to the development, implementation and monitoring of the QPP quality management system. This includes the management of external and internal quality assurance and accreditation requirements for the RAPID Program.

Key Responsibilities/Accountabilities

- Monitor and analyse data, identify risks and opportunities and manage program related risks and incidents including support or lead required incident review processes.

- Contribute to the development, implementation and review of policies and procedures within program areas of responsibility.

- Oversee RAPIDs use of client records databases, including monitoring and analysing data, leading all project deliverables and production of internal reports and performance reports to funding bodies.

Budget Management and Program Planning

- Lead the development, monitoring, and management of the RAPID Program Budget/s, demonstrating accountability for the overall financial performance of the RAPID Program.

- Actively assist in the development of strategies and grant proposals for growth and ongoing funding of RAPID programs and services.

Stakeholder Management

- Continually build and enhance partnerships with internal and external stakeholders to ensure effective, collaborative, and evidence-based program and service responses.

- Contribute to the management of quality processes of engagement with the community in accordance with the meaningful involvement of people living with HIV, diversity and inclusion and reconciliation principles to inform strategic direction.

- Build and maintain partnerships with key local, state and national stakeholders and advocate for the organisation and community on key issues.

- Build and maintain relationships with all relevant clinicians and the HIV Public Health Team to ensure appropriate clinical governance.

Experience/Qualifications

Essential

- Tertiary qualification in health, science, or social science.

- Minimum 2 years' management experience in health or community services program management including managing multiple funding agreements, project management, change management and human resource management, and the ability to effectively lead and build high performing teams.

- Demonstrated ability to build effective partnerships with internal and external stakeholders (government and non-government) with a sound understanding of the health and community sector.

- Demonstrated experience in research collaborations.

- Competency in the use of Microsoft Office, including Word, Excel, and Outlook.

- The provision of a National Police Check of six months currency (or international check if lived overseas

Experience/Qualifications

in the last 12 months) or evidence that a National Police Check has been applied for.

- A current Queensland Blue Card or equivalent interstate Working with Children Check.

- Demonstrated immunity to Hepatitis B.

Direct/Indirect Reports

- RAPID Team Leader and up to 8 team members

KEY SELECTION CRITERIA

1. Demonstrated management experience in health or community services program management including managing multiple funding agreements, project management, change management and human resource management, and the ability to effectively lead and build high performing teams.

2. Demonstrated understanding of Australia's public health and community response to HIV and STI's including contemporary prevention, testing, treatment, support, and research strategies.

3. Demonstrated understanding and/or experience working with people living with HIV and/or diverse individuals and communities, showing empathy and inclusivity.

4. Effective well-developed written and verbal communication skills including analytical and research skills with ability to collect, analyse and present data and facilitate actions to address identified issues.

5. Demonstrated experience in managing and developing diverse teams and ability to foster positive and unified organisational and team cultures with the ability to drive and implement change.

6. Exceptional interpersonal skills with well-developed conflict resolution and negotiation skills and the ability to engage meaningfully with a diverse range of stakeholders.