 <b>POSITION DESCRIPTION</b>	<b>PD</b>	<b>368</b>
	<b>Version</b>	<b>3.0</b>

<b>Position Title</b>	Senior Manager, Healthy Living and Ageing
<b>Classification:</b>	Individual Contract
<b>Industrial Agreement or Award:</b>	National Employment Standards
<b>Reports to:</b>	Associate Director, Aged Care and Living Well
<b>Date Reviewed:</b>	April 2026

## HEALTHY NORTH COAST VALUES

# The Healthy North Coast **CAN-DO** Effect

### Community first and always

We are committed to serving our communities. We listen actively, and every voice is heard, respected and valued. We measure success by the wellbeing of our communities.

### Achieving more together

We believe in the power of collaboration and teamwork. We value different strengths and perspectives. We know we can achieve more and create a lasting impact by working as one.

### Nurturing innovation

We thrive on challenges and explore new ideas and approaches to problem-solving. We are always learning and open to change so we can drive advancements and growth that make a difference


## POSITION OBJECTIVE

The Senior Manager Healthy Ageing and Living (HLA) Projects is responsible for managing or overseeing the successful delivery of Healthy North Coast’s (HNC) HLA projects, including (but not limited to) the Integrated Model of Support for people living in residential aged care, a program to support Aged Care Homes in after hours and emergency management planning, and a range of joint older persons’ activities in partnership with Local Health Districts, aged care providers and primary care. Following HNC’s approach to project management, the role is responsible for all aspects of these projects, including governance, design, implementation, commissioning, contract management, stakeholder engagement, continuous improvement, financial management, risk management, reporting, and evaluation.

The Senior Manager may be asked to lead or contribute to other HLA initiatives or new projects as they emerge, and to develop innovative solutions to healthy living and ageing across the region.

The role will provide clinical oversight and expertise to all HLA projects and offer broader health care and health system knowledge to the HLA Team and other HNC teams as relevant.

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The Senior Manager also acts as a clinical advisor to the Associate Director across the HLA program of works and Healthy Ageing Strategy and represents the Associate Director where required.

Operating at a strategic level, this role collaborates with a range of stakeholders, including Healthy North Coast’s internal teams, government, commissioned service providers, industry and healthy sector partners, and a wide range of organizations supporting older Australians across the footprint.

### KEY RESPONSIBILITIES

- Use data to understand regional needs and to plan, prioritise and evaluate project activities
- Use research and industry engagement to ensure projects are evidenced-based and best practice
- All aspects of project management, using HNC’s project management framework and tools, including governance structure and continuous improvement
- Engage with internal and external stakeholders, building strong relationships, establish and operate working groups and other joint activities
- Manage contracts including commissioning, supplier performance, reporting and evaluation
- Lead communications and change management activities
- Facilitate cross sector collaboration and identify and enact opportunities for service integration
- Provide clinical subject matter expertise to support project delivery, team capability/capacity, and innovation
- Perform leadership activities, including team development, strategic thinking, operational management, resource and business planning, monitoring, and reporting

Please note some inter and intra state travel, and work outside standard office hours, may be a requirement of this role.

### CAPABILITY FRAMEWORK


Healthy North Coast has an endorsed Capability Framework that supports each position across the organisation. The Classification of each position detail’s role specific capabilities.

### SELECTION CRITERIA

**Applicants must demonstrate how they meet the Selection Criteria for this position**

<b>Key selection</b>	<ol style="list-style-type: none"> <li>1. Experience in successfully planning, managing and controlling multiple significant projects and services</li> <li>2. Exceptional stakeholder engagement and relationship management skills including partnerships/integration to drive high impact outcomes</li> <li>3. Develops, implements, and monitors business activities to support delivery of strategic and operational plans</li> <li>4. Responsible for significant and multiple programs, services, or operations across a breadth of knowledge areas, to deliver outcomes</li> <li>5. Strong Communication and People Leadership with the ability to manage, develop, support and coach people to achieve success</li> </ol>
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<b>Qualification</b>	<ol style="list-style-type: none"> <li>6. Knowledge of and commitment to Work Health and Safety, Equal Employment Opportunity, Cultural Safety, and Continuous Improvement principles</li> <li>7. Relevant tertiary qualifications in healthcare and/or equivalent in management experience, 8+ years including 5 years clinical experience in health with a substantial period worked within the aged care sector</li> </ol>
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**APPOINTMENT SUBJECT TO:**

1. Criminal record clearance
2. Employee confirmation that they do not have a pre-existing injury or illness that would affect their ability to undertake the inherent requirements of this position
3. Current Class C Driver’s Licence may be a requirement of specific roles

**PERFORMANCE OBJECTIVES:**

To be established with the Reporting Manager within the 3-month probationary period.

**ACKNOWLEDGEMENT:**

*The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.*

*As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.*

Name:	
Signature:	
Date:	

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