

Position Description

Position Title: Program Manager - SOLVE CHD	Classification: Bond Level 6
Faculty/School/Office: HSM, Institute for Evidence-Based Healthcare	Date Position Classified/Updated: August 2026

Purpose of the Position:

The Program Manager - SOLVE CHD is responsible for the operational and strategic coordination of SOLVE-CHD, a world-leading program of health services research that is closing the evidence-practice gaps in cardiac rehabilitation and improving cardiovascular health for people living with heart disease. Working across a national network of researchers, clinicians, consumers and health organisations, the role oversees a portfolio that supports research leaders to develop and implement an overarching research strategy, budget oversight, securing leveraged funding, building capacity and capability and growing and managing a global network of partners and collaborators.

Under the direction of Professor Julie Redfern AM, SOLVE-CHD Principal Investigator and Director of Bond University's Institute for Evidence-Based Healthcare, the Program Manager responsibilities will include, but is not limited to, the following duties:

- Lead the operational management and delivery of the SOLVE-CHD program, ensuring alignment with strategic objectives, grant requirements, timelines and budgets.
- Coordinate and support a diverse portfolio of projects, facilitating collaboration across researchers, clinicians, health services, consumers and partner organisations.
- Manage stakeholder engagement and partnerships across the CVD sector, maintaining strong relationships with key contributors, funders, partners and communities (including consumer organisations).
- Support coordination of workforce development initiatives, including professional education, certification programs and capacity -building activities for healthcare professionals.
- Lead program monitoring, reporting and evaluation, using data and evidence to measure impact and inform continuous improvement.
- Prepare high-quality governance reports, presentations and program events and communications, including digital and social media.
- Manage governance processes, risk management and compliance with organisational, ethical and funding requirements.
- Contribute to the growth and sustainability of the SOLVE-CHD network, supporting engagement across its national membership and promoting program impact and achievements.
- The role may involve the supervision of research and administrative assistants.

Reporting Relationship:

This position reports to the program lead of SOLVE-CHD, Director & Research Professor of the Institute for Evidence-Based Healthcare in the Faculty of Health Sciences and Medicine.

Director & Research Professor - IEBH Program Manager – SOLVE CHD	
Selection Criteria: • Tertiary qualifications in a relevant discipline (e.g., public health, health services management or a related field) with demonstrated experience managing complex health, research or system improvement programs. • Demonstrated program management expertise, including the ability to oversee multiple concurrent projects, managing competing priorities, monitor progress against milestones and deliver outcomes within budget and timelines. • Proven ability to build and maintain effective partnerships with diverse stakeholders, including researchers, clinicians, consumers, health services, government agencies, professional bodies and funding organisations. • Experience supporting quality improvement, implementation science, health service redesign or evidence translation and implementation initiatives. • Strong leadership and team management skills, including experience working across multidisciplinary teams and influencing outcomes in complex, collaborative environments. • Excellent reporting and analytical skills, including experience using data to inform decision-making and prepare reports for senior stakeholders and funding bodies. • Exceptional written, digital and verbal communication skills, with the ability to prepare high-quality reports, presentations, funding submissions and communications for a wide range of audiences.	
Desirable Criteria: • Research project design, management and monitoring, particularly NHMRC-funded research programs. • Knowledge of the Australian healthcare system and an understanding of research integrity. • Experience working with healthcare consumers and a commitment to patient-centred care.	

Competency	Responsibility
SOLVE-CHD Research Program	• Under direction of the Program Lead, coordinate, manage and report on the operations, strategy, research translation and delivery of the portfolio activities and milestones. • As required, supervise research and administrative assistants supporting the Program. • Undertake other related duties as required.
Project Management	• Manage associated timelines, resources and reporting to ensure the quality, integrity and governance of the program are delivered effectively and efficiently.
Organisational Skills	• Exhibit excellent organisational skills, including time management and attention to detail. • Manage multiple tasks and priorities efficiently while maintaining thorough documentation.

Interpersonal and Communication Skills	• Demonstrate effective written and verbal communication skills for interacting using a range of media with program partners, team members, consumers and stakeholders.
Technical Proficiency	• Demonstrate proficiency in using the Microsoft Office Suite and other relevant software effectively in their work.
Quality Assurance and Continuous Improvement	• Demonstrate an understanding of, and contributes to, quality assurance and continuous improvement activities relevant to the role. • Perform duties in alignment with the Bond University Strategic Plan, University policies, and established quality assurance and review processes.
Cultural Safety, Inclusion and Respect	• Demonstrate respect for diversity and contributes to a culturally safe, inclusive and discrimination free workplace. • Engage respectfully with staff, students and stakeholders from diverse cultural, linguistic and social backgrounds, including Aboriginal and Torres Strait Islander peoples. • Comply with University policies and applicable anti-discrimination and workplace behaviour legislation. • Participate in relevant training or development activities that support cultural safety and inclusive practice.
Work Health and Safety Responsibilities	• Take reasonable care for own health and safety and that of others, in accordance with the Work Health and Safety Act 2011 (Qld). • Comply with University WHS policies, procedures and instructions, including those relating to psychosocial health and safety. • Promptly report hazards, incidents and risks to their manager or through established reporting mechanisms. • Where the role has supervisory or managerial responsibilities, ensure risks are assessed, appropriate controls are implemented, and workers are consulted in accordance with WHS legislation. • Complete mandatory and assigned WHS training. • Comply with return-to-work program requirements following injury/illness.

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.