

Position Description

Job title	Manager, Programs and Partnerships
Job type	Full time, 5-year contract
Location	Canberra, Sydney or Brisbane (hybrid working)
Reports to	Chief Executive Officer
Salary	\$130,000 – \$140,000 per annum commensurate with skills/experience, plus superannuation and very attractive salary packaging options

Primary function

The Manager, Programs and Partnerships is a new senior role at the Academy, created to lead the delivery of our mentoring programs and to shape and grow the partnerships that drive our impact.

The post-holder will lead the national scale-up of our Inclusive Leadership Mentoring Program for Health and Medical Research and the continued delivery of the AAHMS Mentorship Program for Advancing Research Leaders, while developing the Academy's strategic approach to partnerships, both for these programs and across the organisation more broadly.

This is a new opportunity to lead the delivery of a high-profile, nationally significant program at a pivotal moment in its growth – with the support of newly secured Australian Government funding and a clear mandate to make a lasting difference. It also offers the opportunity to shape the Academy's strategic approach to partnerships. The successful candidate will bring the skills and experience to drive forward an ambitious agenda, working closely with the CEO and our small, dynamic team based across Canberra, Sydney and Brisbane.

About AAHMS

The Australian Academy of Health and Medical Sciences is Australia's authority on, and trusted voice of, health and medical science. Our Fellows are the very best of Australia's health and medical researchers and clinician scientists.

We serve the public good by drawing on this expertise and our ability to bring together the right people across research, policy and practice to provide independent, evidence-based advice on the issues that shape Australia's health – to government, health leaders and the community.

The Academy is a bridge between science and society – connecting the best evidence and expertise to the decisions that matter so that research and innovation translate into better policy, better practice, and better health outcomes.

Our purpose is to improve health outcomes by providing independent, evidence-based leadership that bridges science to policy, practice, and public understanding. Four strategic pillars translate our mission into action. Each represents a distinct area of focus, but they are deliberately interconnected – progress in one reinforces and strengthens the others:

- Translating evidence into policy and practice.
- Building national capability.
- Championing health in our region.
- Recognising and harnessing excellence.

About our programs and partnerships

Inclusive Leadership Mentoring Program for Health and Medical Research

The Inclusive Leadership Mentoring Program (ILMP) is a high-impact initiative and highly regarded across the sector. It is a six-month cross-organisational program that combines informal one-on-one mentoring sessions with expertly facilitated workshops and events covering career development, mentoring skills and inclusive leadership frameworks. Through the program, mentees gain confidence and clarity around their career progression, while mentors develop practical tools to shape a more inclusive culture within their teams, organisations and the wider sector.

Over the past decade, it has supported more than 800 participants, with a published evaluation in BMJ Open showing strong outcomes: 96% of mentees reported improved skills to be more inclusive in the workplace, 48% attributed a professional promotion to the program, and 100% of participants believed it was a worthwhile investment for their workplaces.

In 2026, AAHMS took on delivery of the program following the closure of Franklin Women, retaining its proven methodology and experienced facilitator, Serendis Leadership. With funding secured through the Australian Government's Women in STEM and Entrepreneurship (WISE) Grant Round 5 (Department of Industry, Science and Resources; DISR), the Academy will scale this program nationally over five years. This is an ambitious expansion that will transform what is currently a NSW-centred initiative into a truly national platform driving cultural and systemic change in how the sector develops, supports and retains women leaders.

The Manager, Programs and Partnerships will play a crucial role in shaping and delivering this expansion, which will include:

- Program cohorts delivered across NSW, VIC, QLD, WA and SA (built up over the five years), supported by new partnerships with organisations across the sector.
- A travel grants scheme to enable participation by women from under-represented groups, including Aboriginal and Torres Strait Islander women, women with disabilities, culturally and linguistically diverse women, and women in regional and remote areas.
- A new national Inclusive Leadership Workshop series, open to participants of any gender, extending the program's reach across the sector.
- An Alumni Network, co-designed with past participants, creating a compounding community of women leaders and inclusive sector champions.

The program directly advances the recommendations of Australia's first Decadal Plan for Women in the Health and Medical Sciences, published by AAHMS in 2025.

Mentorship for Advancing Research Leaders

For more senior researchers (of any gender), we run a three-year mentorship program that pairs advancing health and medical research leaders with Fellows of the Academy. By supporting their career development and leadership capabilities, our mentors provide invaluable advice and assistance to their mentees. It aims to assist Associate Professors or junior Professors in navigating their career towards higher levels of leadership and influence.

Mentees on this program become Associate Members of AAHMS during their mentorship. This means they are engaged and participate in the activities of the Academy, such as influencing policy. Depending on mentees' goals, the program can offer:

- Strategic career guidance from a mentor who has navigated the path to senior leadership.
- A broader perspective on the mentee's career trajectory.
- Practical support with leadership transitions.

About our partnerships

Partnerships are central to how the Academy delivers impact. One of our most significant partnership portfolios will sit within the ILMP, where partner organisations across the sector will be critical to the program's national scale-up. We also work with a substantial network of sponsors and partners who support our Life as a Clinician Scientist initiative, our Annual Meeting and a range of other activities across the Academy.

These relationships span different parts of the organisation and there is a clear opportunity to take a more strategic, coordinated approach – deepening our existing relationships, ensuring the right opportunities are brought to the right partners, and growing the value our partnerships deliver for the Academy and for the sector.

About the role

Reporting to the CEO, the Manager, Programs and Partnerships will lead the day-to-day delivery of the Academy's mentoring programs and develop the Academy's strategic approach to partnerships.

This is an exciting opportunity to play a central role in scaling a high-impact national program that directly advances gender equity in the health and medical research workforce, while continuing to support advancing research leaders through the Academy's long-running Mentorship Program. The successful candidate will combine strong program development and management skills with their interpersonal skills to work effectively with senior academics, health professionals, partner organisations and funders.

Partnerships will be a defining feature of the role. A crucial part of the work will be seeking out and securing new partner organisations as we scale the ILMP into new states and territories, and the post-holder will develop and implement a co-design process to inform that expansion. Alongside this program-specific work, the Manager, Programs and Partnerships will work with the CEO to take a fresh, strategic view of the Academy's broader partnerships portfolio – including the sponsors and partners who support our Life as a Clinician Scientist initiative, our Annual Meeting and other activities – developing a more coherent and coordinated approach across the organisation.

The post-holder will work closely with the CEO (Project Lead for the WISE-funded ILMP project), Serendis Leadership (program facilitator for the ILMP), the AAHMS Mentorship Committee, the ILMP Advisory Group (which they will help to establish), the wider AAHMS team and external partners. They will collaborate closely with the Academy's Events Manager, who leads activities including the Academy's Annual Meeting and Life as a Clinician Scientist initiative.

The successful candidate will bring exceptional organisational skills and a demonstrated ability to manage competing priorities to meet short- and long-term deadlines. They will have meticulous attention to detail and experience of delivering programs on time and on budget, ensuring that project milestones are met and supporting grant reporting and program evaluation.

The role will require some flexible working and domestic travel, for which advance notice will be provided. The post-holder will attend the in-person program workshops and events, including in interstate locations as the ILMP expands. They will also undertake regular stakeholder engagement, supporting co-design and partner recruitment, as well as developing the Academy's broader partnerships portfolio.

Main duties/responsibilities

Program development and delivery

- Lead operational delivery of the ILMP, including annual cohort planning, retaining existing and recruiting new participating (partner) organisations, mentee/mentor onboarding, workshop and event logistics, and end-of-program activities.
- Work closely with Serendis Leadership to coordinate facilitation of the ILMP, including the matching process, workshops, mid-point check-ins and the launch and finale events.
- Coordinate national expansion of the ILMP, working with partner organisations across states and territories and ensuring meaningful engagement with under-represented groups.
- Scope, co-design and deliver new program components funded under the WISE grant, including the Inclusive Leadership Workshop series, the Alumni Network and the travel grants scheme.
- Coordinate delivery and administration of the AAHMS Mentorship Program for Advancing Research Leaders, including managing the application process, organising the annual workshop and supporting mentees while they are on the program.
- Support the AAHMS Mentorship Committee and establish and support the Program Advisory Group for the ILMP, including arranging meetings, preparing papers and minutes, and tracking actions.

Financial management, grant compliance and reporting

- Manage the WISE grant/ILMP budget day-to-day, including developing annual budget plans and rolling forecasts, tracking expenditure against forecasts, monitoring commitments, and working with the CEO to identify financial risks early and ensure the program is delivered within budget and in line with the approved grant agreement.
- Manage delivery of WISE grant milestones, including planning, scheduling and tracking the activities and evidence required for each milestone to ensure milestone payments are triggered on time, and escalating delivery risks to the CEO at the earliest opportunity.
- Lead reporting in accordance with the WISE grant agreement, including drafting progress, *ad hoc* and end-of-project reports, and maintaining accurate financial and project records to support both routine reporting and any independent audit requested by DISR.
- Maintain the project risk register and ensure compliance with associated grant obligations.

Stakeholder engagement and partnerships

- Identify, recruit and onboard new participating (partner) organisations as the ILMP scales nationally, and maintain strong working relationships with partner organisations, mentors, mentees and other key stakeholders across the health and medical research sector.
- Coordinate engagement with organisations representing under-represented groups for the ILMP, including Aboriginal and Torres Strait Islander women, women with disabilities, culturally and linguistically diverse women, and women in regional and remote areas.
- Lead the development and implementation of the Academy's strategic approach to partnerships – including reviewing the existing partnership landscape, mapping current relationships, and developing a more coherent, coordinated approach to partner engagement – working closely with the Events Manager and other colleagues to shape and embed the approach across the organisation.
- Support the CEO in engaging with DISR and other government stakeholders in relation to the WISE grant, including proactively identifying and coordinating opportunities for Ministerial or senior representative attendance at program events.
- Work with the Academy's communications team to develop and deliver communication and marketing strategies for the mentoring programs and partnership opportunities, which target the right audiences and grow participation in relevant aspects of these programs.

Key Eligibility Criteria

Qualifications and experience	Essential	Desirable
A proven track record of managing successful programs, ideally delivering multi-year, multi-stakeholder initiatives in a scientific, health, research or higher education environment	X	
Experience developing and managing strategic external relationships, including identifying, securing and growing partnerships with sponsors and funders	X	
Experience managing project budgets and monitoring expenditure, including preparing financial or progress reports for audiences such as funders, advisory groups/committees or senior leadership	X	
Strong interpersonal and communication skills (both oral and written), including the ability to liaise with senior scientists, academics and/or health professionals, as well as external stakeholders and funders	X	
Self-motivated and organised, with demonstrated administrative and IT skills, including the ability to work independently and to manage multiple priorities to meet short- and long-term deadlines	X	
Able to be flexible about working hours and travel within Australia from time-to-time	X	
Relevant tertiary qualification (or equivalent experience)	X	
Knowledge and understanding of Australia's health and medical sciences landscape, including familiarity with issues faced by women and other under-represented groups in the sector		X
Understanding of grant compliance and reporting obligations, including milestone reporting, acquittals and grant agreement variations		X
Demonstrated ability to develop new initiatives, including co-design with stakeholders, and see them through to successful completion		X

How to apply

Applicants must provide the following:

- Up to date CV with contact details of at least two referees.
- Written responses to the following (maximum 300 words per response):
 - Tell us about a multi-stakeholder program or project you've led, including how you balanced strategic priorities and ensured it was delivered on time and on budget.
 - Describe a strategic partnership or relationship you've developed, or a broader approach you've taken to building partnerships/relationships (e.g. for a program or event), and what made it successful.
 - What attracts you to this role and to the Academy at this point in your career?

Applications should be sent via email to recruitment@aaahms.org and must be received by **09.00 AEST on Monday 27 July 2026**.

For further information on this role, please contact Catherine Luckin, CEO, Australian Academy of Health and Medical Sciences: ceo@aaahms.org.

The Australian Academy of Health and Medical Sciences values social and cultural diversity and is committed to the principles of equal employment opportunity. We believe diverse perspectives and experiences strengthen our work, and we welcome applications from candidates of all backgrounds.