

Position Description

Innovation and Integration Manager - ACTER

Classification:	HS 7
Business unit/department:	ACTER
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Fixed-Term Part-Time
Hours per week:	32
Reports to:	ACTER Director
Direct reports:	Nil
Financial management:	Budget: Nil
Date:	December 2025

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The Innovation and Integration Manager – ACTER will play a key role in shaping and delivering the strategic projects, innovation agenda, and research integration activities of the Australian Centre for Transplantation Excellence and Research (ACTER).

Working closely with the Director of ACTER, Austin Health Foundation, the Divisional Manager - Gastroenterology, Transplant, Retrieval Services & General Surgery, the Transplant Manager, transplant stream leads, Discovery and Innovation Unit, and the broader Austin Health executive team, this position will drive the development and implementation of key ACTER projects, including but not limited to:

- Machine perfusion program development and integration
- Planning and support for machine perfusion capital and infrastructure initiatives
- Strengthening collaborations across kidney, liver, intestinal and haematopoietic transplant streams, support services and the multi-disciplinary team
- Supporting the ACTER research agenda and related projects

- Coordinating ACTER-related research and education events
- Facilitating external engagement with government, industry, collaborators, and funding bodies
- Supporting consumer engagement initiatives in collaboration with the ACTER Consumer Engagement Coordinator
- Contributing to ACTER's digital innovation projects and assisting with communications and philanthropic initiatives

This role is not responsible for day-to-day operational management of transplant programs. It complements existing operational roles, such as the Transplant Manager, by focusing on project delivery, strategic innovation, workforce development, and research support.

The successful candidate will bring a strong background in project management, change leadership, and innovation delivery—ideally within a healthcare context, though not necessarily in transplantation. A passion for working collaboratively with diverse stakeholders, including clinical teams, consumers, and the philanthropic sector, is essential.

About the Directorate/Division/Department

The Australian Centre for Transplantation Excellence and Research (ACTER)

The Australian Centre for Transplantation Excellence and Research (ACTER) is a multi-year initiative to position Austin Health as a national leader in transplantation care, innovation, and research.

Austin Health provides comprehensive transplant services across liver, intestinal, kidney, and hematopoietic stem cell transplantation, as well as the largest abdominal organ retrieval service in Australia. We also support paediatric transplant care at the Royal Children's Hospital.

ACTER brings together cutting-edge clinical practice, operational excellence, research, and active consumer participation to drive innovation in transplantation.

Our vision is to honour the gift of organ donation and transform lives through advanced transplantation research and expert holistic care.

Our goals are to:

- Improve access to transplantation
- Enhance patient outcomes and quality of life before, during, and after transplantation
- Embed consumer engagement in all aspects of transplantation
- Drive innovation and research in transplantation
- Cultivate multidisciplinary operational expertise

By fostering collaboration, innovation, and leadership across transplant programs, ACTER will help shape the future of transplantation in Australia.



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The Surgery, Anaesthesia and Procedural Medicine Division

The Surgery, Anaesthesia and Procedural Medicine (SAPM) Division is the largest of the Clinical Operations Divisions. It includes a wide range of specialties and services delivered across many wards and departments of Austin Health, including theatres, outpatient clinics, and surgical wards.

Key specialties and services within SAPM include:

Theatre Operations	GATES Unit
Theatre Support	ENT Surgery
Surgical Access	Gastroenterology and Hepatology Unit
HPB and Liver Transplant Surgery	Gynaecology and Family Planning Unit
Liver Transplant Unit	Oral and Maxillofacial Surgery
Renal Surgery and Transplantation	Orthopaedic Surgery
Organ Retrieval Services	Plastic and Reconstructive Surgery
Breast Surgery and Surgical Oncology	Thoracic Surgery
Colorectal Surgery	Upper GI and Endocrine Surgery
Cardiac Surgery	Urology
Cardiology	Vascular Surgery
	Neurosurgery

Position responsibilities

The Innovation and Integration Manager – ACTER will:

- Support the Director of ACTER in the implementation of ACTER's approved operational structure, working closely with transplant stream leads, the Transplant Manager, and the Austin Health executive to foster collaboration, alignment, and shared identity across transplant programs.
- Establish and maintain robust project governance and management leadership by:
 - Developing and managing project plans, stage gates, and timelines using appropriate tools such as Gantt charts, action logs, and MS Project (or equivalent).
 - Creating and maintaining a risk and mitigation register, proactively escalating risks concerning program timing, resource availability, or delivery constraints.
 - Developing stakeholder engagement and communication plans to ensure broad, meaningful involvement from clinical staff, consumers, and external partners.
 - Preparing reports, briefings, and documentation for Austin Health's Executive, Board, government stakeholders, and philanthropic partners in collaboration with ACTER's leadership team.
 - Adapting to shifting priorities, demands, and timelines to meet project requirements.
- Lead the coordination and delivery of ACTER's strategic and innovation projects, including but not limited to:
 - Supporting the development and implementation of machine perfusion programs and other emerging innovations.
 - Facilitating planning and stakeholder engagement for machine perfusion infrastructure projects.
 - Supporting collaborative relationships across kidney, liver, and haematopoietic transplant streams and the broader hospital, including allied health, pharmacy, and



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executive.

- Guiding and assisting with ACTER's digital innovation projects.
- Contributing to ACTER's research and innovation strategy, supporting grant applications, research project administration, and relationships with industry and academic partners, in collaboration with the Discovery and Innovation Unit.
- Developing necessary business cases in collaboration with key stakeholders.
- Working closely with the Austin Health Foundation to support philanthropic engagement and implement the funding strategy for ACTER.
- Coordinate and guide the development of a holistic model of care for transplant services by:
 - Collaborating with clinical leads, consumers, and multidisciplinary teams to ensure the model is patient-centric, equitable, and evidence-based.
 - Facilitating workshops and design sessions to align stakeholders around shared principles, patient journey mapping, and key outcome measures.
 - Ensuring the model incorporates timely access, integrated care pathways, quality-of-life measures, and innovation in service delivery (e.g., home-based care).
 - Supporting the translation of the model into implementation plans, service redesign proposals, and communication strategies for internal and external audiences.
- Ensure meaningful engagement and collaboration across the organisation, working with the ACTER Lived Experience Coordinator to:
 - Embed the voices of patients, families, and donors in ACTER's projects, services, and research activities.
 - Support consumer involvement in governance structures and project design processes.
- Contribute to ACTER's culture of innovation and excellence, supporting the Director in building subspecialist transplant identities across clinical streams, fostering collaboration, and promoting ACTER's vision and strategic goals.
- Other duties as required by the Director of ACTER.

Selection criteria

Essential skills and experience:

- Demonstrated experience in project management, change leadership, and innovation delivery, preferably in a healthcare or research context.
- A proven track record in implementing complex projects, including governance, stakeholder engagement, and evaluation processes.
- Previous experience in a clinical, allied health, or healthcare management role.
- Knowledge of contemporary health services, health system priorities, and operational frameworks.



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- Exceptional stakeholder engagement and communication skills, with the ability to influence, negotiate, and build relationships at all levels, both internally and externally.
- Experience working collaboratively with consumers, community stakeholders, and multidisciplinary teams to improve services through meaningful engagement and co-design.
- Strong organisational and time management skills, including the ability to prioritise work, meet deadlines, and manage competing demands.
- High-level written and verbal communication skills, including the ability to prepare reports, briefing papers, and presentations.
- Proficiency in the use of the Microsoft Office suite (Word, Excel, PowerPoint, Outlook) and experience with project management tools (e.g., MS Project or equivalent).
- A commitment to the Austin Health values.

Desirable but not essential:

- Experience supporting research projects, grant applications, or collaborative partnerships.
- Familiarity with digital innovation projects in healthcare settings.
- Understanding of transplantation (can be developed on the job).

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:



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- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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