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| <b>Position Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Program Manager: PEPA SA                                                            |
| <b>Role Type:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Ongoing, Part Time<br>0.6FTE, worked across 3 days (Monday and Thursday compulsory) |
| <b>Reports to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Chief Executive Officer                                                             |
| <b>Award and Level:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Social, Community, Home Care and Disability Services Award Level 4                  |
| <b>Background</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                     |
| <p>Palliative Care South Australia (PCSA) is a leading charity and independent peak body representing palliative care providers, consumers and their families and those with an interest in palliative care in South Australia. PCSA was established in 1985 and is a membership-based organisation, supporting individuals, families, carer's, community members, as well as specialist and generalist health care professionals working with South Australians experiencing serious illness, dying, death and grief. Collectively, the PCSA membership body holds tremendous knowledge and wisdom about the challenges the sector faces and the opportunities those challenges can bring. PCSA is a founding member of <a href="#">Palliative Care Australia</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                     |
| <b>Position Summary</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                     |
| <p>The PEPA Project Manager is responsible for the delivery, coordination, promotion and continuous improvement of the Program of Experience in the Palliative Approach (PEPA) across South Australia. The role leads participant engagement throughout the PEPA placement cycle, facilitates palliative care education, develops and maintains strategic partnerships and leads professional networks that support workforce capability and excellence in palliative care practice. The position represents the program at state and national levels and contributes to building sustainable communities of practice across the health care sectors.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                     |
| <b>Main Tasks and Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                     |
| <ul style="list-style-type: none"> <li>• Coordinate and deliver the PEPA program across South Australia, ensuring participants, host sites and stakeholders are supported throughout the placement process</li> <li>• Manage the participant journey from Expression of Interest through to placement completion, including placement matching, approvals, learning objectives, participant support, and review of post-placement requirements</li> <li>• Facilitate palliative care education, workshops, presentations and professional learning activities that build workforce capability in the palliative approach</li> <li>• Build and maintain effective relationships with health services, host organisations, community services and other key stakeholders</li> <li>• Lead and facilitate the PEPA SA Sites Network and other relevant health professional networks, communities of practice and stakeholder groups, including meeting coordination, chairing and secretariat support</li> <li>• Represent the PEPA program at state and national meetings, forums, working groups and collaborative initiatives</li> <li>• Monitor program activity and outcomes, maintain accurate records and prepare reports to meet organisational, funding and national program requirements</li> </ul> |                                                                                     |
| <b>Governance, Quality and Continuous Improvement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                     |

- Contribute to continuous quality improvement, evaluation activities and the development of systems, resources and processes that strengthen program delivery and participant experience
- Contribute to continuous improvement of the organisation's business management system
- Ensure appropriate knowledge management documentation is in place in your area
- Contribute to and undertake internal audits, paying attention to details of processes and identify improvements that can be made to deliver organisational results
- Assist in the development of work instructions and procedures

### WHSE: Promote a Positive Work, Health and Safety Environment

- Promote a workplace that is free from bullying and harassment
- Comply with Equal Employment Opportunity and Discrimination legislation
- Take personal responsibility for complying with WHS policies and procedures
- Follow all reasonable work instructions, work procedures and practices to maintain the health and safety of yourself and others in the workplace
- Ensure safety and ergonomics of your work area
- Keep the workplace free from harassment and discrimination

Notwithstanding the above, other duties as reasonably directed.

### Key Attributes

#### Essential

- Registered Nurse with current AHPRA registration
- Demonstrated experience in palliative care practice
- Experience coordinating projects
- Experience facilitating education, training or professional development activities
- Strong stakeholder engagement and relationship management skills
- Excellent written and verbal communication skills
- Ability to work independently, manage competing priorities and meet deadlines
- Proficiency in Microsoft Office and online collaboration systems.

#### Desirable

- Experience chairing meetings and providing secretariat support.

### Our Inclusivity Statement

Palliative Care South Australia values diversity and is committed to creating an inclusive work environment. Recruitment and selection decisions are based on merit and not affected by irrelevant personal characteristics. We encourage people who identify with any of the following groups to actively seek employment with Palliative Care South Australia: Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ); Aboriginal and Torres Strait Islander (First Nations); people from Culturally and Linguistically Diverse (CALD) backgrounds and people with disability.

### TERMS AND CONDITIONS OF EMPLOYMENT

### Requirements:

For acceptance of this position the employee must hold a current:

- APHRA registration
- National Police Check (less than 12 months old on commencement of employment)
- Current , non prohibited Working with Children Check
- Current driver's license
- Comply with stakeholder vaccination requirements
- Right to work in Australia
- Able to comply with stakeholder worker screening/check requirements

### Conditions

- 6 month probation period for new employees
- Comply with organisational policies and standards of conduct
- Intra and interstate travel may be required including overnight trips
- Out of hours work may be required to support program delivery

### EMPLOYEE ACKNOWLEDGEMENT

|                                                |  |           |  |      |            |
|------------------------------------------------|--|-----------|--|------|------------|
| Employee Full Name                             |  | Signature |  | Date |            |
| Date Position Description (PD) Approved by CEO |  |           |  |      | 12/10/2026 |