

Position Description

Position Title:	Regional Program Manager – NT/QLD
Position Classification:	Veterinary Surgeon L4, Animal Care and Veterinary Services Award
Employment Status:	Full Time, Fixed Term Contract (2 years)
Position Location:	AMRRIC Head Office, Darwin
Reports to:	Head of Operations (HOO)
Role Purpose:	The Regional Program Manager – NT/QLD is responsible for the day-to-day operational delivery and coordination of AMRRIC’s One Health animal management program. The role supports clinical governance and works with staff, volunteers and contractors to deliver veterinary, animal management and education services in remote Aboriginal and Torres Strait Islander communities.

1. CORE DUTIES

1.1. Program Management

- Under direction of the HOO scope, plan, implement and evaluate, within resource capacity, veterinary and education programs using AMRRIC’s One Health model.
- Manage the planning, delivery, monitoring and evaluation of AMRRIC programs, ensuring alignment with organisational goals, strategic priorities and funding requirements.
- Work collaboratively with project teams and education staff to ensure education and training activities are effectively integrated into program delivery.
- Manage the end-to-end logistics of assigned veterinary programs, with support from Program Veterinary Nurses, including:
 - Take responsibility for the logistics of all assigned veterinary programs, utilising assistance from Program Vet Nurses. This includes WHS and equipment maintenance prior to and following program delivery, and ongoing drug and consumable stock level maintenance, including schedule 8 drug storage and records of use
- Attend remote programs as the principal veterinarian, leading the clinical team alongside AMRRIC staff, contractors and volunteers. Duties may include health checks, vaccinations, administration of anti-parasitics, spay and neuter procedures, euthanasia with owner consent, and surgical treatment of animal welfare concerns which may include procedures such as wound repair, mass removal, enucleation, limb amputation etc.
- Travel to remote communities for program delivery for up to 10–15 days per month during peak periods, typically between March to October.

- Monitor and assess the competency, community engagement, conduct and professionalism of contracted and volunteer veterinary professionals, and provide feedback to the Senior Head of Regional Programs (SHRP) for ongoing engagements. Respond to requests for assistance from communities and members of the public, follow up enquiries and assess the need for program or clinical interventions.
- In collaboration with the HOO, extract, analyse and prepare program data for monitoring, funding acquittals, organisational reporting and stakeholder requirements.
- Manage compliance with AMRRIC's clinical governance standards across all programs, providing continual review in the context of remote program operations.
- Under direction of the SHRP,
 - develop, implement and maintain operational processes, workflows and standard operating procedures to support efficient, consistent and high-quality program delivery.
 - Identify operational issues, risks and improvement opportunities, and implement practical solutions to enhance program effectiveness and outcomes.
- Work with the Head of Innovation & Strategy to ensure data systems are implemented and maintained to support monitoring and evaluation against strategic goals, and to provide logistical and stakeholder support for approved research projects involving program-based data collection.
- Undertake other duties as directed by the HOO.

1.2. Financial

- Manage program budgets, track expenditures, and ensure adherence to financial guidelines.
- Ensure financial management of assigned programs is maintained including the use of grant funds in accordance with agreements.

1.3. Advocacy and Stakeholder Engagement

- Maintain collaborative relationships with Indigenous communities and all stakeholders to promote the benefits of partnering with AMRRIC to improve overall community health and wellbeing.
- With direction from the Senior Head of Regional Programs, provide input into the development of strategic organisational documentation, such as position statements, public submissions and research proposals.
- Where possible and appropriate, ensure AMRRIC is represented professionally at public forums, community meetings, and conferences.
- Work with team members to develop stories and awareness raising material for the promotion of the work of AMRRIC.
- Regularly review and update organisational systems such as AMRRIC's CRM (customer relationship management program) for program stakeholder engagements contributing to reporting.

1.4. People Leadership and Management

- Provide visible, positive leadership to staff and volunteers, including clinical mentoring of veterinary staff, volunteers and contracted veterinarians on remote programs where required.



- Foster a safe, supportive work environment that recognises and encourages staff and volunteer development.
- Communicate openly, effectively, and respectfully with all staff, stakeholders, and suppliers to support collaboration and uphold AMRRIC's reputation.
- Manage staff performance for assigned vet nurse role(s), and contribute to annual staff appraisals / performance reviews where relevant

1.5. Professional Development

- Actively participate in AMRRIC team meetings, planning days and organisational activities.
- Participate in cultural safety training and learning activities relevant to the role.
- Maintain relevant knowledge around animal management.
- Maintain relevant veterinary clinical knowledge and surgical skills relating to remote veterinary program delivery.

1.6. Scope

- Flexibility and willingness to travel and stay in remote communities for up to 10-15 days per month.
- Work additional hours as required.

2. SELECTION CRITERIA

2.1. Qualifications

- Bachelor of Science (Veterinary Bioscience); Doctor of Veterinary Medicine, or similar qualification
- Current First Aid Certificate or the ability to acquire.
- Unrestricted driver's license, and ability to drive manual vehicles
- Ability to obtain a non-disclosable National Police Criminal History Check
- Working with Children check valid across jurisdictions, or the ability to obtain such.

2.2. Experience & Skills

- Minimum 3 – 5 years clinical veterinary experience.
- Minimum 2 – 3 years demonstrated project management experience.
- Demonstrate experience and sole-charge competency in routine surgery, safe field anaesthesia and triage of medical and emergency cases. Previous experience delivering veterinary services through community programs or in shelters desirable but not essential.
- Ability to work to conflicting priorities and deadlines.
- Demonstrate experience in program or project management including experience of systematically and effectively monitoring and implementing continuous improvement practices.
- Demonstrate excellent verbal/written communication skills with a diverse range of stakeholders, including the ability to relate to, motivate and empathise with a range of people from different backgrounds.
- Demonstrate successful problem-solving skills.



- Demonstrate enthusiasm for and commitment to animal health and wellbeing.
- Demonstrate passion around health and wellbeing in remote Aboriginal and Torres Strait Islander communities.
- Sound computing and data management skills including the use of Microsoft 365, including Outlook, Teams, SharePoint, Word, Excel, PowerPoint and Planner.
- Maintain and exercise discretion in the use of confidential information.
- Maintain relevant registrations, physical and clinical capacity to work as a veterinarian during remote veterinary program delivery.

2.3. Desirable

- Previous experience in a not-for-profit environment.

