POSITION DESCRIPTION

POSITION TITLE: Manager – NHMRC-funded Centre of Research Excellence in Indigenous Children’s Healthy EARs (CRE_ICHEAR)

DIVISION / SECTION: Child Health Division

SUPERVISOR: Prof Amanda Leach

CLASSIFICATION LEVEL: GSL 7

SALARY RANGE: $75,033 - $82,067

STATUS (FTE): 0.8FTE

NO. OF POSITIONS REPORTING DIRECTLY: 2

NO. OF POSITIONS REPORTING INDIRECTLY: 0

SUMMARY OF POSITION:

Menzies’ NHMRC-funded Centre of Research Excellence (CRE) in Indigenous Children’s Healthy Ears (CRE_ICHEAR) is dedicated to improving the ear and hearing health of children and reducing the associated educational and social disadvantage, particularly of Aboriginal and Torres Strait Islander children who have highest recorded prevalence of chronic suppurative otitis media (perforated eardrums) in the world. Our Centre seeks to raise awareness of this disadvantage, and to promote hearing as a human right. We will focus on innovation and research capacity building to create more effective research translation. Our CRE_ICHEAR is a collaboration of multidisciplinary researchers from Menzies, the University of Western Australia and University of Western Sydney, the University of Newcastle, University of Sydney, the National Aboriginal Community Controlled Health Organisation, the Telethon Kids Institute, the Royal Prince Alfred Hospital and the Murdoch Children’s Research Institute.

The CRE_ICHEAR requires a Manager to assist in achieving its mission, through establishing efficient coordination and communication strategies for its Research and Governance network (Advisory Board, Leadership Group, Indigenous Reference Group, Research Quality and Capacity Building). The CRE_ICHEAR Manager will assist with establishing and maintaining research performance, reporting processes and requirements of NHMRC, DoH, Ethics and other regulatory reporting. The Manager will have the opportunity to participate in research activities including preparation of evidence summaries, research papers, and research translation activities.

PRIMARY RESPONSIBILITIES:

1. Establish an appropriate ‘presence’ and awareness of project within the Aboriginal and Torres Strait Islander community.
2. Under the guidance of the Leadership Group (LG), to work with Menzies Legal, Child Health Business Manager and Research Administration in the development and maintenance of Institutional Agreements, MOUs, Terms of Reference for the CRE_ICHEAR and its Governance network structures.
3. Work with the CRE Research Group (RG), Advisory Board (AB), Indigenous Reference Group (IRG), Capacity Building Group (CBG) and Leadership Group (LG) to plan and manage CRE-extension project outputs and goals, research and ethics committee reporting, monitor research performance and assist in ongoing research funding applications.
4. Participate in research activities such as systematic reviews, evidence summaries and grant applications.
5. Regularly review all CRE_ICHEAR budgets and financial status and report expenditure in accordance with agreed budget allocations and timelines to the CRE LG.
6. Oversee all CRE_ICHEAR program activities to ensure high quality and timely delivery on all contractual and programmatic obligations and mitigate risks.
7. Facilitate planning, documenting minutes and disseminating outputs of the face to face meetings, teleconferences, workshops and other joint meetings of partners and key stakeholders.
8. Monitor and facilitate timely completion of action items arising.
9. Other tasks as agreed between the Manager, CRE Leadership Group, Director or delegate.

SELECTION CRITERIA:

Essential:

1. PhD or equivalent research or tertiary qualifications.
2. Demonstrated high level oral and written communication skills in preparing and publishing high quality reports.
3. Skills and experience in staff and team performance management.
4. Knowledge of NHMRC and/or other medical research funding processes.
5. Ability to identify, build and maintain formal and informal networks and internal and external relationships that are important to the achievement of CRE_ICHEAR research objectives.
6. Demonstrated qualities in integrity, ability to work cross-culturally, resourcefulness, initiative in the delivery of service to stakeholders and a positive attitude.
7. Demonstrated high level skills in the use of Microsoft applications including Word, Excel, Power Point and Outlook mail and calendars.
8. Ability to travel to remote areas by 4WD or light aircraft, and interstate.
9. Driver’s license (manual) and OCHRE Card (working with children clearance)
10. An understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.

Desirable:

1. Post-doctoral experience in health research.
2. Experience as Investigator on NHMRC project or other grant.
3. Knowledge of or demonstrated skills in Endnote.
4. Aboriginal and Torres Strait Islander Heritage

Approval:

Prof Amanda Leach  
Senior Principal Research Fellow  
Signature  
Date

Professor Anne Chang  
Division Leader  
Child Health  
Signature  
Date
<table>
<thead>
<tr>
<th>PACKAGE COMPONENT</th>
<th>Minimum Value GSL 7/1 ($)</th>
<th>Maximum Value GSL 7/4 ($)</th>
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<tr>
<td><strong>Gross Salary</strong> (position advertised as General Staff Level 7)</td>
<td>$ 75,033.00</td>
<td>$ 82,067.00</td>
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<td><strong>Superannuation</strong> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)</td>
<td>$ 10,504.62</td>
<td>$ 11,489.38</td>
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<td><strong>Salary Packaging Grossed Up</strong> (Based on utilising the full $16,040 salary packaging component plus the $5000 Meal Entertainment Card.)</td>
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<td><strong>Leave Loading</strong> (Payable on the first occasion that an employee takes annual leave after the completion of a full 12 months accrual)</td>
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<td><strong>Total Salary Package</strong></td>
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