POSITION DESCRIPTION

POSITION TITLE: Project Manager, Life Skills Program
DIVISION / SECTION: The Centre for Child Development and Education
SUPERVISOR: Director, CCDE
CLASSIFICATION LEVEL: GSL7/8
SALARY RANGE: $75,033 to $95,662
STATUS (FTE): 1.0 FTE
NO. OF POSITIONS REPORTING DIRECTLY: 1
NO. OF POSITIONS REPORTING INDIRECTLY: 0

SUMMARY OF POSITION:

The Centre for Child Development (CCDE) in the Menzies School of Health Research (MSHR) is responsible for a program of multi-disciplinary research that investigates trends in suicide and self-harm. CCDE works in partnership with communities, community health services, schools and agencies of government to develop interventions to promote resilience and to prevent suicide.

Skills for Life is a nationally significant research project funded by the National Health and Medical Research Council and supported by the NT Government Department of Education. It aims to develop and evaluate a life skills education program for remote Indigenous youth in secondary schools and in remote communities. The project will be implemented in Maningrida community school and in other NT secondary schools from 2015.

CCDE is seeking to employ a project manager to ensure the success of the Skills for Life project through efficient management and coordination of the project, development of communications and promotional strategies, engagement of key stakeholders, management of reporting and project performance in accordance with the requirements of the NHMRC, other partners, and the project's Human Research Ethics protocol. Advanced skills in project management and team leadership and an understanding of psychological or educational research and practice will be an advantage. The Project Manager will be expected to develop communications and resource development strategies for the project. He or she will have the opportunity to participate in research activity including contribution to preparation of research summaries, papers, and research translation activity. This role may be suitable for postdoctoral research in school-based prevention or a related field.

This position is based in Darwin and may involve some travel.

Aboriginal and/or Torres Strait Islander persons are strongly encouraged to apply.

PRIMARY RESPONSIBILITIES:

1. Work with the project leaders and research teams to manage and implement the Skills for Life program in participating schools and communities.
2. Work with project leaders and the CCDE Research Business Manager to ensure that the Skills for Life team is able to achieve all stakeholder engagement, data-gathering, program implementation goals and research outputs.
3. Co-ordinate, support and monitor the activities and outputs of the project to ensure high
quality and timely delivery on all contractual and programmatic obligations and mitigate risks.

4. Establish and maintain effective links with key stakeholders for the purpose of negotiating support, building resources and developing capacity to implement the *Skills for Life* Program.

5. Develop and execute an innovative communications strategy and resource development plan for *Skills for Life*.

6. Manage human resources, support staff development and coordinate team activities.

7. Ensure compliance with all performance requirements according to contracts and project goals, including preparation of reports, submissions and some published outputs of the program.

8. Any other research or management tasks as reasonably required by the Project Leader/Director.

**SELECTION CRITERIA:**

**Essential:**

1. Qualifications and/or extensive experience in project management, preferably in complex research projects in a relevant field.

2. Demonstrated understanding of the policy context, organizational practices and relevant bodies of knowledge in education, health or another relevant field.

3. Capacity to work effectively with a range of stakeholders including government agencies and research partners, community organizations, schools and practitioner groups.

4. A demonstrated understanding of contemporary Aboriginal and Torres Strait Islander issues at both policy and practice levels.

5. Demonstrated capacity to work independently, show leadership and initiative, to set priorities and coordinate tasks, while contributing to staff development and maintaining strong collaborative team relationships.

6. Demonstrated excellence in written skills, performance of contract management tasks, and capacity to deliver project outcomes to a high quality.

7. 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.

8. An NT driver’s licence and the ability to undertake air or land travel as required for project management purposes.

**Desirable:**

1. Interest in and/or capacity to undertake postgraduate or postdoctoral research.

2. Advanced qualifications and experience in project management in social, psychological or educational research.

**Approval:**

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<tr>
<th>Jacqueline Carroll</th>
<th>Signature</th>
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<tr>
<td>Research Business Manager, CCDE</td>
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<tr>
<th>Prof Gary Robinson</th>
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<tr>
<td>Director, CCDE</td>
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<tr>
<td>PACKAGE COMPONENT</td>
<td>Minimum Value GSL 7/1 ($)</td>
<td>Maximum Value GSL 8/5 ($)</td>
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<tr>
<td><strong>Gross Salary</strong></td>
<td>$ 75,033.00</td>
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<td><strong>Superannuation</strong></td>
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