

## POSITION DESCRIPTION

POSITION TITLE:	Project Manager, Datalinkage Partnership Project
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):	0.5 FTE
NO. OF POSITIONS REPORTING DIRECTLY:	0
NO. OF POSITIONS REPORTING INDIRECTLY:	0

### SUMMARY OF POSITION:

The Centre for Child Development and Education is a trans-disciplinary research institute committed to providing leadership and driving change to improve the lives of Indigenous and non-Indigenous children through better health, education and wellbeing.

The Datalinkage Partnership Project is a nationally significant research project funded by the National Health and Medical Research Council and supported by the NT Departments of Health, Education, and Families and Children, and the Aboriginal Medical Services Alliance of the NT (AMSANT). It aims to improve the developmental outcomes of Northern Territory children by informing policy and practice in health, family services and education

CCDE is seeking to employ a project manager to ensure the success of this datalinkage project through efficient management and coordination of the project, development of communications 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 datalinkage research and practice will be an advantage. The Project Manager will have the opportunity to participate in research activity including contribution to preparation of research summaries, papers, and research translation activity.

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. Provide project management services for the Datalinkage partnership project to achieve its objectives in a timely and efficient manner.
2. Work with the Research Business Manager, Menzies Legal, and Menzies Research Administration in the development and maintenance of Institutional agreements and contracts, and the establishment and support of the Datalinkage partnership project governance arrangements.
3. Co-ordinate, support and monitor the activities and outputs of the Datalinkage partnership 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.

5. Provide administrative support for the scheduling, recording and dissemination of the outcomes of teleconferences and face-to-face meetings of the project partners and key stakeholders and monitor and facilitate the timely completion of actions arising.
6. Maintain and document the metadata, folder and file structure for the project.
7. Liaise with data Service Providers to install software and maintain updates.
8. Manage participants' database access.
9. Regularly review the project budget and financial status and report expenditure in accordance with agreed budget allocations and timelines.
10. Ensure compliance with all performance requirements according to contracts and project goals, including preparation of reports, submissions and any published outputs of the project.
11. 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 experience in successful management of projects and of a research program, including financial, legal and risk management aspects.
3. Demonstrated capacity to organise and document complex data projects.
4. Demonstrated understanding of the policy context, organizational practices and relevant bodies of knowledge in public health.
5. Capacity to work effectively with a range of stakeholders including government agencies, research partners and community organisations.
6. A demonstrated understanding of contemporary Aboriginal and Torres Strait Islander issues at both policy and practice levels.
7. 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.
8. Demonstrated excellence in written skills, performance of contract management tasks, and capacity to deliver project outcomes to a high quality.
9. 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. Advanced qualifications and experience in project management.

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##### **Approval:**

Jacqueline Carroll, Research Business  
Manager, CCDE

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Signature

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Date

Prof Sven Silburn  
Datalinkage Project Leader, CCDE

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Signature

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Date

**GSL 7/8**

<b>PACKAGE COMPONENT</b>	<b>Minimum Value GSL 7/1 (\$)</b>	<b>Maximum Value GSL 8/5 (\$)</b>
<b>Gross Salary</b> (position advertised accross General Staff Levels 7 and 8)	\$ 75,033.00	\$ 95,662.00
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	\$ 10,504.62	\$ 13,392.68
<b>Salary Packaging Grossed Up</b> (Based on utilising the full \$16,040 salary packaging component plus the \$5000 Meal Entertainment Card.)	\$ 11,114.50	\$ 12,146.56
<b>Leave Loading</b> (Payable on the last pay before Christmas (first year will be a pro rata payment)	\$ 1,411.00	\$ 1,411.00
<b>Total Salary Package</b>	<b>\$ 98,063.12</b>	<b>\$ 122,612.24</b>