

## POSITION DESCRIPTION

POSITION TITLE:	Project Manager - Renal Team
DIVISION / SECTION:	Wellbeing and Preventable Chronic Disease
SUPERVISOR:	Head Renal Health Program
CLASSIFICATION LEVEL:	GSL 8
SALARY RANGE:	\$89,411 - \$100,662
STATUS (FTE):	1 FTE
NO. OF POSITIONS REPORTING DIRECTLY:	
NO. OF POSITIONS REPORTING INDIRECTLY:	3

### SUMMARY OF POSITION:

Chronic Kidney Disease (CKD) is a common and serious health problem in Australia. CKD refers to all kidney conditions where a person has kidney damage and/or reduced kidney function. People with CKD suffer poor health outcomes, reduced life expectancy and reduced quality of life. The burden of CKD is particularly heavy amongst Indigenous Australians. In the Northern Territory (NT), kidney disease rates are particularly high for Indigenous people who present for dialysis 20 years younger than non-Indigenous people. In regional areas and remote communities, where 70% of Indigenous people live in the NT, the impact on families and communities is devastating.

Menzies School of Health Research is working in partnership with Northern Territory Government, philanthropic organisations and community-controlled health services to identify, develop and support innovative strategies to prevent End Stage Kidney Disease (ESKD).

The Renal Health Program requires a Project Manager to assist in achieving its mission, through establishing efficient coordination and communication strategies for its research program. The Project Manager will assist with establishing and maintaining program performance, reporting processes and requirements of funding and other regulatory bodies including NHMRC, state and Federal departments and Human Research Ethics Committees. The Manager will have the opportunity to participate in research activities including preparation of research papers, and research translation activities.

### PRIMARY RESPONSIBILITIES:

In consultation with the Head Renal Health the project manager will be responsible for:

1. Overseeing all renal program activities to ensure compliance with all contractual and programmatic obligations and project milestones remain on track to mitigate risks.
2. Coordinating and managing team activities, including, monitoring project performance, assisting with communication, facilitating access and trouble-shooting where necessary.
3. Determine, implement and maintain the communication strategy to ensure timely and appropriate two way communication with key stakeholders and funding bodies, including consumer groups, Aboriginal medical services and clinicians through website, Facebook and Twitter.
4. Coordinating meetings, forums and workshops including overseeing the organising of venues, agenda, travel and accommodation for attendees.

5. Provide superior initiative and judgment in management of complex issues, arrangements and agreements with partner organisations.
6. Developing appropriate project information (fact sheets, briefing papers, progress reports) as well as drafting high level documentation and reports such as systematic reviews, evidence summaries and grant applications.
7. Fiscal responsibility for the projects finances including budget projections, reconciliation and reports / acquittals in line with Menzies policies and procedures and with grant requirements.
8. Adhere to Menzies and other organisations' policies and procedures relating to data quality assurance including safe storage, confidentiality and privacy of information and cultural safety.
9. Carry out any other tasks as reasonably required by the supervisor, manager and/or Director.

**SELECTION CRITERIA:**

**Essential:**

1. Tertiary qualification in relevant field, with previous experience in high level project management
2. Proven ability in project management: coordinating, organising, thinking critically and problem solving skills
3. Demonstrated ability to work in a team environment and to manage other staff.
4. Exceptional negotiation and interpersonal skills with demonstrated ability to build collaborative partnerships with funding bodies, research partners, research participants and other project stakeholders including Indigenous communities.
5. Demonstrated strong oral and written communication skills in the development and publication of information (reports, articles, ethic applications etc).
6. Ability to self-motivate, work unsupervised and achieve key objectives in an established timeframe
7. Sound computer literacy skills with experience in data base management – proficient with word and excel.
8. 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. Knowledge and experience of data entry, extraction and reporting from clinical systems used in the NT, by both government and non-government organisations.
2. Previous experience working with Aboriginal and Torres Strait Islander people and communities and knowledge and understanding of Aboriginal and Torres Strait Islander health.
3. Clinical background or knowledge and experience in health service and health service delivery around renal disease and chronic disease management.

**Approval:**

Gillian Gorham  
Head Renal Health

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Signature

\_\_\_\_\_  
Date

David Thomas  
Divisional Leader

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Signature

\_\_\_\_\_  
Date

**GSL 8**

<b>PACKAGE COMPONENT</b>	<b>Minimum Value GSL 8/1 (\$)</b>	<b>Maximum Value GSL 8/5 (\$)</b>
<b>Gross Salary</b> (position advertised as General Staff Level 8)	\$ 89,411.00	\$ 100,662.00
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	\$ 12,517.54	\$ 14,092.68
<b>Salary Packaging Grossed Up</b> (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	\$ 9,923.66	\$ 10,638.17
<b>Leave Loading</b> (Payable on the last pay before Christmas (first year will be a pro rata payment))	\$ 1,639.00	\$ 1,639.00
<b>Total Salary Package</b>	<b>\$ 113,491.20</b>	<b>\$ 127,031.85</b>