POSITION DESCRIPTION

POSITION TITLE:	Project Manager – Return To Country
DIVISION / SECTION:	Wellbeing and Preventable Chronic Disease
SUPERVISOR:	Senior Research Fellow
CLASSIFICATION LEVEL:	GSL8
SALARY RANGE:	$96,619 - $105,226
STATUS (FTE):	1.0 FTE
NO. OF POSITIONS REPORTING DIRECTLY:	0
NO. OF POSITIONS REPORTING INDIRECTLY:	16

ABOUT MENZIES:
Menzies School of Health Research is one of Australia's leading medical research institutes dedicated to improving Indigenous, global and tropical health. Menzies has a history of over 30 years of scientific discovery and public health achievement. Menzies works at the frontline, joining with partners across the Asia-Pacific as well as Indigenous communities across northern and central Australia.

SUMMARY OF POSITION:
Not only are Indigenous Australians six times more likely to need dialysis or a kidney transplant for end-stage kidney disease than non-Indigenous Australians, they have a quarter the chance of a kidney transplant and a third the chance of treatment that allows them to return home. Return To Country is a 5 year NHMRC-funded registry-based national platform study of over 1,500 Indigenous dialysis patients at 14 major renal services across Australia. It is designed to find out why this disparity exists using both quantitative and qualitative methodology, and test health service changes to increase the chances of better treatment, at home, for Indigenous Australians receiving dialysis. It is being led by Menzies-based Principal Investigator Dr Paul Lawton and a team of Chief Investigators from five states/Territories with extensive experience in Aboriginal and Torres Strait Islander health and health research.

Under the guidance of the Principal Investigator and Chief Investigator team, the Return To Country Project Manager will be responsible for the overall management and coordination of this large-scale collaborative project. The incumbent will assist the Investigator team in establishing the project's governance processes, liaising with and supporting the project's many stakeholders, liaising with identified renal services, managing and coordinating the activities of the project team (including HR, budget, finance, travel & reporting) and will be responsible for project communications (internal team communications and external stakeholder communications).

The Return To Country Project Manager position will be located at Menzies' Darwin office, however, this position will require frequent travel to capital cities and regional centres around Australia (at least monthly for up to a week at a time). Travel to remote communities will not be required.

Aboriginal or Torres Strait Islander people are strongly encouraged to apply.

PRIMARY RESPONSIBILITIES:
Under the guidance of the Principal Investigator, the incumbent will:

1. Implement and manage Return To Country project activities to ensure compliance with programmatic obligations and project milestones.
2. Facilitate engagement with stakeholders including project investigators and stakeholders at

identified renal services (including clinical and administrative staff, patients and carers).

3. Liaise with Aboriginal liaison officers, Aboriginal health workers and/or registered nurses at participating renal services to facilitate patient and staff recruitment, data collection and reporting.
4. Monitor monthly data reporting from participating renal services.
5. Contribute to the development of forms and resources necessary to the successful implementation and running of the project.
6. Assist in the preparation and submission of research ethics applications and their associated reporting obligations at each service where project research activities are undertaken.
7. Provide initiative and judgment in management of complex issues related to the conduct of the project.
8. Any other tasks as reasonably directed by the supervisor/Principal Investigator and/or Director.

SELECTION CRITERIA:

Essential:

1. Tertiary qualification in relevant field with previous experience in project management.
2. Exceptional negotiation and interpersonal skills with demonstrated ability to build collaborative partnerships with a variety of stakeholders.
3. Proven ability in project management: coordinating, organising, critical thinking and problem solving skills, preferably in the health and/or health research sector.
4. Proven experience organising and facilitating stakeholder meetings and workshops.
5. High-level oral and written English communication skills as well as experience in preparing high quality materials and reports.
6. Proven financial management skills including budget management, projections, reconciliation and reports/acquittals.
7. Sound computer literacy skills, ideally with experience in data management.
8. Demonstrated resourcefulness, positive attitude and ability to work in cross cultural contexts.
9. Ability to undertake at least monthly inter-state travel on an as needs basis for up to a week at a time. Travel in light planes may be required.
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. Postgraduate qualification relevant to clinical research or epidemiology (eg MPH, MAE, PhD)
2. Previous experience working with Aboriginal and Torres Strait Islander people and communities, and understanding of Aboriginal and Torres Strait Islander health.
3. Clinical background or experience in health services, or health services management, particularly related to chronic or end-stage kidney disease.

Approved by: Menzies Human Resources

Date: 09.01.2019

GSL 8		
PACKAGE COMPONENT	**Minimum Value GSL 8/1 ($)**	**Maximum Value GSL 8/4 ($)**
Gross Salary (position advertised as General Staff Level 8)	96,619	105,226
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	13,527	14,732
Salary Packaging Grossed Up (Based on utilising the full $15,900 salary packaging component plus the $2,550 Meal Entertainment Card.)	10,162	10,718
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment)	1,664	1,664
Total Salary Package	**121,971**	**132,339**