

## POSITION DESCRIPTION

POSITION TITLE:	Project Manager
DIVISION / SECTION:	Wellbeing & Preventable Chronic Diseases (WPCD) - Renal
SUPERVISOR:	Principal Investigator / Director
CLASSIFICATION LEVEL:	GSL 8
SALARY RANGE:	\$96,619 - \$105,226
STATUS (FTE):	Full Time
NO. OF POSITIONS REPORTING DIRECTLY:	4
NO. OF POSITIONS REPORTING INDIRECTLY:	0

### **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:**

The NT Safety and Efficacy of Iron in Haemodialysis Study (INFERR study) is a Randomised Controlled Trial to establish the benefits and harms of IV iron therapy use for Indigenous Australians with hyperferritinaemia in the setting of anaemia associated with a heavy burden of recurrent infection. All Renal units across the NT have agreed to participate, and we will recruit and randomise 576 patients over 40 months.

Under the guidance of the Principal Investigator and Chief Investigator team, the Project Manager will be responsible for overall management and coordination of the project. The incumbent will assist the Investigator team in establishing the project's governance processes, liaising with and supporting project 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 Project Manager position will be located at Menzies' Darwin office. The role will require travel to Alice Springs, Katherine, Tenant Creek and Wurrumiyanga (Tiwi Islands) for up to a week at a time several times each year. Travel to remote communities will not be required.

**Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply**

### **PRIMARY RESPONSIBILITIES:**

1. Implement and manage the project plan and activities to ensure compliance with program obligations and project milestones.
2. Recruit and supervise the project's Aboriginal Research Officers and Research Assistant/Nurses, one of each to be employed in Darwin and Alice Springs.
3. Facilitate engagement with stakeholders including project investigators and stakeholders at identified renal services (including clinical and administrative staff, patients and carers).
4. 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.
5. Monitor monthly data reporting from participating renal services.

6. Contribute to the development of resources necessary for the successful implementation and running of the project.
7. Assist in the preparation and submission of research ethics applications and their associated reporting obligations where project research activities are undertaken.
8. Provide initiative and judgment in management of issues related to the conduct of the project.
9. 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 project management.
2. Proven ability in project management: coordinating, organizing, critical thinking and problem-solving skills, preferably in the health and/or health research sector.
3. Exceptional negotiation and interpersonal skills with demonstrated ability to build collaborative partnerships with a variety of stakeholders including the ability to interact effectively with people from diverse cultures.
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 travel on an as needs basis for up to a week, time several times a year.
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. Demonstrated Project Management experience for Randomised Controlled Trials.
1. Previous experience working with Aboriginal and Torres Strait Islander people and communities and understanding of Aboriginal and Torres Strait Islander health.
2. Clinical background or experience in health services, or health services management, particularly related to chronic or end-stage kidney disease.

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Approved by: Menzies Human Resources

Date: 15 May 2019

**GSL 8**

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