

## POSITION DESCRIPTION

POSITION TITLE:	Program Manager
DIVISION / SECTION:	Child Health Division
SUPERVISOR:	Senior Research Fellow
CLASSIFICATION LEVEL:	GSL 9
SALARY RANGE:	\$108,097 - \$115,271
STATUS (FTE):	1.0 FTE
NO. OF POSITIONS REPORTING DIRECTLY:	5-6
NO. OF POSITIONS REPORTING INDIRECTLY:	10

### **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 Program Manager will provide leadership and oversight of five (5) current randomised clinical trials and prospective respiratory research studies where each trial has a Project Leader, to ensure effective and efficient oversight of daily operations. The Program Manager will initiate, plan, manage and deliver key milestones and be responsible for relevant stakeholder consultation (particularly community, health and education sectors), developing, implementing and evaluating program process performance, logistical coordination of research and training teams, communication and reporting to stakeholders including funding bodies and managing operational finances in accordance to contractual obligations. The incumbent will provide leadership, supervision and support to a team of staff under the general direction of the Senior Research Fellow and Respiratory Physician.

### **PRIMARY RESPONSIBILITIES:**

Under the general direction of the Senior Research Fellow, the Program Manager will:

1. Establish appropriate processes for effective program management including managing a team of 5-6 staff members under the respiratory program. This includes financial reporting, program governance, administration, management and maintenance of resources that are compliant with Menzies policies and procedures.
2. Ensure that clinical trials meet all contractual and programmatic obligations, key approval requirements, key milestones, Work Activity Plans, ethics reporting, stakeholder engagement and reporting and program budget in accordance to timelines.
3. Lead and manage a multidisciplinary team that includes other Menzies staff, external staff from collaborating institutions and HDR students.
4. Build and maintain stakeholder relationships with peak Aboriginal and Torres Strait representative bodies, Aboriginal Medical Services/Aboriginal Controlled Health Organisations, primary healthcare providers, jurisdictional departments of health, leading research institutions, industry peak bodies and other organisations.
5. Develop and implement strategic and operational plans for the respiratory health team to meet agreed organisational objectives, identify and pursue emerging grant opportunities.
6. Monitor and respond to program findings, policy changes and developments to ensure that respiratory resources and messaging is consistent with current best practice and context.
7. Establish and manage business operations of respiratory research studies, including contracts,

budgeting, quotes, invoicing, financial and other reporting requirements, standard operating procedures e.g. remote travel for staff in accordance to Menzies policies, procedures and practice.

8. Manage the independent Data Safety Monitoring Committees and programmatic risk management in accordance to program objectives and goals.
9. Represent the Child Health Respiratory Team at meetings and forums.
10. Work closely with Menzies corporate services as required including contributing to Menzies strategic goals.
11. Any other tasks as reasonably required by the supervisor, program leader, and/or Director.

## **SELECTION CRITERIA:**

### **Essential:**

1. Tertiary qualifications in a relevant health related field combined with demonstrated extensive relevant management experience within the health sector, particularly in an Aboriginal and Torres Strait Islander context and registration with the Nursing and Midwifery Board of the Northern Territory.
2. Demonstrated high level program management experience, including experience in planning, monitoring and program management processes involving research or like contexts.
3. Demonstrated success in leadership and management of multidisciplinary teams and ability to build strong productive relationships within an organisation and externally with a diverse range of individuals and organisations, and the ability to manage team dynamics.
4. Demonstrated responsibility for financial management and experience with budgetary processes.
5. Highly developed ability to communicate effectively, both orally and in writing including the preparation of high quality reports, along with interpersonal skills to communicate to a range of audiences including a multidisciplinary team.
6. Demonstrated high level experience with collaborative partnerships and a well-developed capacity to consult, collaborate and negotiate effectively with a diverse range of stakeholders.
7. High degree of computer literacy including relevant software such as Microsoft Office Suite.
8. Demonstrated initiative, ability to maintain confidentiality of sensitive information, excellent problem-solving skills, conflict resolution and strong record keeping skills.
9. Demonstrated capacity to work independently without direct supervision under broad direction and as part of a multidisciplinary team, maintain good organisational and time management skills and ability to meet deadlines, to undertake a range of tasks, reporting and liaison activities.
10. Ability to travel by air or 4WD regularly to remote communities for up to 5 days per trip, generally as a part of a team, twice a month.
11. The ability to maintain a current Australian driver license, immunisation record, Working with Children Clearance (Ochre card) and National Police Clearance check.
12. The ability to interact effectively with people from diverse cultures.
13. 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. Experience in the management of health research programs or programs within the Indigenous context and in remote, rural and urban areas involving children.
2. Experience in working with multiple stakeholders across multiple projects and objectives.

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Approved by: Menzies Human Resources

Date:

**GSL 9**

<b>PACKAGE COMPONENT</b>	<b>Minimum Value GSL 9/1 (\$)</b>	<b>Maximum Value GSL 9/4 (\$)</b>
<b>Gross Salary</b> (position advertised as General Staff Level 9)	108,097	115,271
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	15,134	16,138
<b>Salary Packaging Grossed Up</b> (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	10,956	11,849
<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>135,850</b>	<b>144,922</b>