

POSITION DESCRIPTION

POSITION TITLE:	Project Manager
POSITION NUMBER:	3401
DIVISION / SECTION:	Wellbeing and Preventable Chronic Diseases
SUPERVISOR:	Associate Professor 4715
CLASSIFICATION LEVEL:	PAT 8
SALARY RANGE:	\$114,014 - \$124,170 per annum
STATUS (FTE):	1.0
LOCATION:	Alice Springs, Northern Territory
DIRECT REPORTS:	Up to 2
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ol style="list-style-type: none"> 1. Travel to remote communities (by light aircraft or 4WD) for up to five (5) days per trip, six (6) to eight (8) times per year. Timings to be agreed. 2. Ability to obtain and maintain a current Working with Children Check (OCHRE card) and NT driver's licence.

ABOUT MENZIES:

Menzies is a national leader in research and education that improves health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

The Project Manager will oversee multiple research studies that collate environmental data, qualitative data and administrative data to inform climate risk strategies in remote Australia. This is a critical role within the climate change research team situated within the newly established Remote Health Systems and Climate Change Centre (RHC3) in Menzies, based in Mparntwe (Alice Springs). RHC3 embodies a rapidly growing health systems strengthening and multi-sectoral research program emphasising equitable service delivery and the social determinants of health in remote Australia and overseas. The climate change team currently includes 5 research team members and casual staff employed across remote Australia. The diverse program uses multiple research approaches - from citizen science projects to analyses of secondary health outcome data sets.

The Project Manager will work closely with study investigators to ensure the smooth running of a program of climate research in RHC3. The role will include the preparation of applications and reports to ethics committees, data custodians, health service research governance offices and funding bodies. The Project Manager will work with study investigators to manage project budgets and ensure

compliance with funding agreements. In addition to research project management, the ideal candidate will have expertise in data management and analysis.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the Supervisor:

1. Lead data and research governance activities for multiple projects, including preparation of applications, amendments and reports to ethics committees and data custodians.
2. Oversee data management for multiple projects, including project related duties, e.g., assisting the team with recruitment of research participants; coordinate project meetings and travel as required and preparing key findings reports for circulation to stakeholders.
3. Manage project budgets and oversee compliance with funding agreements.
4. Prepare reports summarising project activities for funding bodies.
5. Ensure the project is conducted in accordance with ethical, cultural, privacy and confidentiality requirements (including Good Clinical Practice (GCP) Guidelines, Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research), and in line with Menzies policies and procedures.
6. Lead stakeholder engagement for projects across multiple jurisdictions, including with external investigators, health service partners, and community members.
7. Prepare key findings reports for circulation to stakeholders and support the team with grant writing and conducting literature reviews.
8. Supervise a small team that over time may include research assistants, project officers and community engagement officers as required.
9. Manage high level database and/or data analysis skills with experience working with large datasets.
10. Collaborate with other project managers and RHC3 leadership on Centre strategy and team sustainability.
11. 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.
12. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Director.

SELECTION CRITERIA:

Essential:

1. A relevant tertiary or postgraduate qualification (e.g., Public Health, Environmental Science); or extensive relevant experience; or equivalent combination of relevant experience and education/training.
2. Experience in research-related project management and/or coordination, including preparation of research-related documents (e.g., ethics documents, requests for health administrative data from data custodians).
3. Strong understanding of ethics relevant to working with health/community health services and/or research settings, including confidentiality, privacy and anonymity, and a willingness to learn and adhere to relevant guidelines (Good Clinical Practice Guidelines, Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research).
4. Evident understanding of data governance principles, including those relating to data ownership, privacy, storage and transfer.
5. Demonstrated ability to write high-level reports, including funding applications.

6. Demonstrated financial management experience, including a sound knowledge of budgetary processes, invoicing, payments and acquittals, and experience in managing multiple budgets concurrently.
7. High level computer literacy skills with proficiency in Microsoft Office suite, including basic understanding of MS Office Access and Excel, and capacity to quickly develop competency using specialised software programs.
8. Demonstrated ability to communicate effectively, both in writing and verbally, to a range of audiences including people from diverse professional and cultural backgrounds.
9. Demonstrated initiative and capacity to work under broad direction as part of a multidisciplinary team.
10. Proven ability to lead, motivate and develop a small team of staff, including ability to motivate others to deliver against goals.
11. Evidence of ability to initiate and maintain positive and effective relationships with internal and external stakeholders.
12. Strong organisational skills, self-motivation and integrity, and the ability to effectively prioritise workloads, work under pressure and work efficiently to strict timelines.

Desirable:

1. Demonstrated experience working in a culturally responsive manner with Aboriginal and Torres Strait Islander people, communities, and organisations.
2. Previous experience conducting qualitative or quantitative research
3. An understanding of climate change related health impacts, especially among Aboriginal and/or Torres Strait Islander people and communities in Northern Australia.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources
DATE: 17 March 2025

PAT 8		
PACKAGE COMPONENT	Minimum Value PAT 8/1 (\$)	Maximum Value PAT 8/4 (\$)
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 8)	114,014	124,170
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	15,962	17,384
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469	8,469
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,724	1,724
Total Salary Package	140,169	151,747