

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Project Manager
<b>POSITION NUMBER:</b>	5630
<b>DIVISION / SECTION:</b>	Wellbeing and Preventable Chronic Diseases
<b>SUPERVISOR:</b>	Research and Program Lead, Remote Health Systems and Climate Change Centre
<b>CLASSIFICATION LEVEL:</b>	PAT 8
<b>SALARY RANGE:</b>	\$114,014 - \$124,170 per annum
<b>STATUS (FTE):</b>	1.0
<b>LOCATION:</b>	Alice Springs, Northern Territory
<b>DIRECT REPORTS:</b>	Up to 3
<b>INDIRECT REPORTS:</b>	0
<b>SPECIAL PROVISIONS:</b>	<ol style="list-style-type: none"> <li>1. Travel to remote communities (by light aircraft or 4WD) for up to three (3) days per trip, up to two (2) times per year. Timings to be agreed.</li> <li>2. Ability to obtain and maintain a current Working with Children Check (OCHRE card) and NT driver's licence.</li> </ol>

### 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 projects on multidisciplinary primary health care, health services research, research capacity building and policy reform in remote Australian and international settings. This is a critical role working with research leads within the newly established Remote Health Systems and Climate Change Centre (RHC3) in Menzies, based in Mparntwe (Alice Springs). RHC3 embodies a health systems strengthening and multi-sectoral research program emphasising equitable service delivery and the social determinants of health. The team is growing with newly funded projects on primary health care and health service delivery with local partners in Central Australia and research leaders nation-wide. The innovative and diverse team includes people with a mixture of skillsets and professional backgrounds, sharing a passion for meaningful research and translation that addresses remote stakeholder priorities.

The Project Manager will work closely with study investigators to ensure the smooth running of multiple research projects in RHC3. The role will include oversight of reporting and budgets for specific projects and support of multi-project coordination and future planning across the RHC3 program. The Project

Manager will work with RHC3 and Divisional staff to ensure compliance with funding agreements, build and maintain relationships with key external stakeholders, and engage with teams across Menzies in relevant strategic and operational areas. In addition to project management, the Project Manager will have the opportunity to develop research skills with support from RHC3 researchers.

### **PRIMARY RESPONSIBILITIES:**

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

1. Manage project budgets, oversee compliance with funding agreements, and prepare reports summarising project activities for funding bodies.
2. Lead budget preparation and support other elements of research grant applications and consultancies.
3. Lead research governance activities for multiple projects including preparation of applications, amendments and reports to ethics committees and health services.
4. Prepare reports summarising project activities for stakeholders, including project partners and funding bodies.
5. Lead stakeholder engagement for projects across multiple jurisdictions, including with external investigators, health service partners, and community members.
6. Facilitate other essential project related duties, e.g. assisting teams with: recruitment of personnel and research participants; coordinating project meetings and travel as required; and preparing findings reports for circulation to stakeholders.
7. Ensure projects are 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.
8. Work closely with First Nations investigators, colleagues and governance groups to ensure appropriate conduct of all research activities and outputs.
9. Supervise project staff recruited to specific projects.
10. Collaborate with other project managers and RHC3 leadership on Centre strategy and team sustainability and support high-level governance across the program.
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 postgraduate qualification (e.g. Accounting, Business, Project Management); 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 and coordination of ethics applications, study protocols and partnership agreements.
3. Demonstrated financial management experience, including a sound knowledge of budgetary processes, invoicing, payments and acquittals, and experience in managing multiple budgets concurrently.
4. Demonstrated ability to write high-level reports, including funding applications.
5. Evidence of ability to initiate and maintain positive and effective relationships with internal and external stakeholders.
6. Demonstrated ability to communicate effectively, both in writing and verbally, to a range of audiences including people from diverse professional and cultural backgrounds.
7. Strong corporate governance experience, including ability to prepare agendas and minutes, progress actions between meetings, support decision-making processes, and manage risks.

8. 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).
9. High level computer literacy skills with proficiency in Microsoft Office suite, including Word, Excel and Powerpoint, and capacity to quickly develop competency with new software programs such as those that support finance management, recruitment, travel booking and project/task management.
10. Demonstrated initiative and capacity to work under broad direction as part of a multidisciplinary team.
11. Proven ability to lead, motivate and develop a small team of staff, including ability to motivate others to deliver against goals while fostering a positive workplace culture.
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 in project/program management and strategy in the not for profit sector.
3. An understanding of the remote health care system in the Northern Territory including services delivered by both Aboriginal Community Controlled Organisations and government providers.

### 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:** 26 March 2025

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