

POSITION DESCRIPTION

POSITION TITLE:	Project Manager
POSITION NUMBER:	4261
DIVISION / SECTION:	Wellbeing & Preventable Chronic Diseases
SUPERVISOR:	Partnership Lead - 5319
CLASSIFICATION LEVEL:	PAT 8
SALARY RANGE:	\$114,014 - \$124,170 per annum pro rata
STATUS (FTE):	0.6 - 1.0
LOCATION:	Darwin, Alice Springs or Cairns
DIRECT REPORTS:	3 - 4
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), National Police Clearance and NT drivers 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:

Menzies School of Health Research's Division of Wellbeing and Preventable Chronic Diseases leads major research programs that aim to improve and strengthen the health and wellbeing of individuals, families and communities in northern Australia.

The Diabetes across the Lifecourse: Northern Australia Partnership (the Partnership) is one program of work that aims to improve health outcomes for Aboriginal and Torres Strait Islander people. Specifically, the Partnership works across Northern Australia with a vision of working in partnership with Aboriginal and Torres Strait Islander people to break the cycle of type 2 diabetes and related conditions. Its priority areas include: prevention and improved management of obesity and diabetes across the lifecourse; strengthening community engagement in a lifecourse approach to diabetes (focusing on preconception, pregnancy and youth); and, strengthening the Aboriginal and Torres Strait Islander community-based workforce in diabetes.

The main objective of this position is to oversee Partnership projects that focus on youth type 2 diabetes and obesity across three regions (NT Big Rivers and Central Australia in NT, and FNQ). Under the

supervision of the Partnership Lead, this position will work closely with the study teams to ensure effective coordination of all youth type 2 diabetes projects. This position will be required to travel to sites across northern Australia (including Alice Springs, Katherine and Far North Queensland).

PRIMARY RESPONSIBILITIES:

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

1. Supervision of all project staff across the three regions.
2. Conducting day-to-day administrative management including managing project budgets and overseeing compliance with funding agreements.
3. Effective communication with a range of stakeholders, study participants, Investigators, Partnerships Aboriginal and Torres Strait Islander Advisory Group and other members of the team.
4. Coordination of the design and supervision of the implementation of activities related to youth type 2 diabetes projects.
5. Maintenance and nurturing of existing relationships as well as the development of new working relationships with community stakeholders in potential or established study sites.
6. Coordination and attendance at regular project and research meetings.
7. Undertake procedures relevant to the research including obtaining informed consent, data collection and storage as well as management of information related to the study design.
8. Development, maintenance and updating of the research project's standard operating procedures, ethics amendments and relevant partner agreements.
9. Facilitation of workshops and other engagement activities with both health professionals, community members and participants.
10. Generation of reports to funders and governing bodies in accordance with ethical, cultural and confidentiality requirements.
11. Contribute to the preparation of manuscripts and publications as required by the Chief Investigators.
12. Ensure that duties are conducted in accordance with ethical, cultural and confidentiality requirements (including Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research), and in line with Menzies Study Protocol and Standard Operating Procedures.
13. 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.
14. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Tertiary qualifications and extensive experience in a relevant field (e.g. public health); or extensive management experience and proven management expertise in a research or capacity development setting; or an equivalent combination of relevant experience and/or education and training.
2. Demonstrated strong leadership capacity, evidenced in well-developed problem solving, analytical and conceptual skills.
3. Proven financial management experience, including a sound knowledge of budgetary processes, invoicing, payments and acquittals, and experience in managing multiple budgets concurrently.
4. Demonstrated experience in the management of legal contracts pertaining to research activity.
5. Proven experience in staff, student, and team supervision, with a positive attitude and a commitment to building capacity and capability in others.

6. Exemplary written and verbal communication skills, with experience in writing reports and applications from a variety of different funding sources.
7. Demonstrated ability to maintain confidentiality of data, personal and sensitive information, and exercise diplomacy and discretion when dealing with sensitive and confidential issues.
8. Demonstrated experience in research in accordance with Good Clinical Practice (GCP) Guidelines, Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research.
9. Strong cross-cultural experience, ideally with First Nations peoples, with an ability to work in different environments, interact effectively with people from diverse cultures, and build and maintain relationships locally and with those in other locations.
10. Strong communication, negotiation and liaison skills, and ability to contribute to effective team performance.
11. Demonstrated high level organisational skills, self-motivation, and the ability to prioritise workloads, work under pressure, meet tight deadlines, and achieve results with minimal guidance.
12. Demonstrated ability to build and maintain effective relationships and correspond with stakeholders, including funders.

Desirable:

1. Demonstrated experience in managing health research.
2. Demonstrated skills and understanding of principles and management of contractual agreements, ideally in a research context.
3. Experience working in the remote Northern Australian context.

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: 07 May 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