

POSITION DESCRIPTION

POSITION TITLE:	Project Manager
POSITION NUMBER:	5188
DIVISION / SECTION:	Wellbeing and Preventable Chronic Conditions
SUPERVISOR:	Senior Research Fellow - 5276
CLASSIFICATION LEVEL:	PAT 8
SALARY RANGE:	\$114,014 - \$124,170 per annum
STATUS (FTE):	1.0
LOCATION:	Darwin, Northern Territory
DIRECT REPORTS:	Up to 3
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ol style="list-style-type: none"> 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. 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 (Integrated Care) will oversee and coordinate a growing program of work led by Menzies in partnership with health services across the Northern Territory (NT) that seeks to improve outcomes for people living with inter-related chronic conditions, such as diabetes, kidney disease and cardiovascular disease. This is an important role within the Wellbeing and Chronic Preventable Chronic Conditions Division at Menzies that will work closely with multiple teams, including the diabetes, renal and remote health systems research programs. Focus areas include promoting integrated health care delivery across sectors and levels of the healthcare system, supporting initiatives to grow the community-based health workforce in the remote NT, and strengthening culturally safe antenatal care for people with chronic conditions. Our innovative and diverse team includes people with a mixture of skill sets and professional backgrounds. We are passionate about doing meaningful research and translational projects that address identified priority areas and have sustainable impact.

The Project Manager (Integrated Care) will work closely with study investigators and health service partners to ensure the successful undertaking and coordination of research and translation projects focused on health systems improvements in the areas of chronic condition care and, specifically, care

for diabetes in pregnancy in remote communities. The position will oversee preparation of applications and reports to ethics committees, health service partners, research governance offices and funding bodies; prepare and manage budgets; and play a pivotal role in internal and external stakeholder engagement and collaboration.

PRIMARY RESPONSIBILITIES:

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

1. Lead research governance activities for multiple projects, including preparation of applications, amendments and reports to ethics committees and health services.
2. Coordinate preparation and execution of legal agreements with partner organisations.
3. Manage project budgets and oversee compliance with funding agreements.
4. Prepare reports summarising project activities for project partners and funding bodies.
5. Oversee recruitment and supervision of a small team that may include research assistants, project officers and community engagement officers.
6. Coordinate project meetings and travel as required.
7. Facilitate meetings of key stakeholders and promote collaboration internally at Menzies and with external partner organisations to leverage synergies and produce sustainable impacts.
8. Plan and manage co-design, implementation and evaluation activities related to strengthening integrated care delivery and complex care coordination for people living with chronic conditions, including a particular focus on diabetes in pregnancy in remote communities, as well as adults with diabetes, kidney disease and/or cardiovascular disease.
9. 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.
10. Work closely with Aboriginal and Torres Strait Islander investigators, colleagues and governance groups to ensure appropriate conduct of all research activities and outputs.
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, Business Manager and/or Menzies Director.

SELECTION CRITERIA:

Essential:

1. A relevant postgraduate qualification; or equivalent combination of relevant experience and education/training.
2. Experience in research or health care project management and/or coordination, including preparation and coordination of ethics applications, study protocols and partnership agreements.
3. Demonstrated ability to write high level reports.
4. Demonstrated financial management experience, including a sound knowledge of budgetary processes, invoicing, payments and acquittals.
5. Strong understanding of ethics relevant to working with health services and in research settings, including confidentiality and privacy, 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).

6. 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 task management.
7. Demonstrated ability to communicate effectively, both in writing and verbally, to a range of audiences including people from diverse professional and cultural backgrounds.
8. Strong ability to take initiative as well as capacity to work under broad direction as part of a multidisciplinary team.
9. 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.
10. Evidence of ability to initiate and maintain positive and effective relationships with internal and external stakeholders.
11. High level organisational skills, self-motivation and integrity, and the ability to effectively prioritise workloads and work efficiently towards strict deadlines.

Desirable:

1. Experience working in a culturally responsive manner with Aboriginal and Torres Strait Islander people, communities and organisations.
2. Demonstrated knowledge or experience working in maternal health, diabetes, cardiovascular disease and/or renal disease, especially among Aboriginal and/or Torres Strait Islander people and communities in Northern Australia.
3. Understanding of the Northern Territory health care system and issues relating to clinical workforce training, recruitment and/or retention.
4. Experience working in projects that utilised codesign methodologies and/or experience in evaluation.

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: 04 April 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