

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Partnerships and Strategy Manager
<b>POSITION NUMBER:</b>	5827
<b>DIVISION / SECTION:</b>	Corporate
<b>SUPERVISOR:</b>	Deputy Director First Nations Engagement & Research Strategy (TEAHRA Executive Director) 4378
<b>CLASSIFICATION LEVEL:</b>	PAT 8
<b>SALARY RANGE:</b>	\$114,014 - \$124,170 per annum, pro rata
<b>STATUS (FTE):</b>	0.8 - 1.0 FTE
<b>LOCATION:</b>	Darwin, Northern Territory
<b>DIRECT REPORTS:</b>	0
<b>INDIRECT REPORTS:</b>	0
<b>SPECIAL PROVISIONS:</b>	Ability to obtain and maintain a current NT driver's licence and a NT Working with Children's Check (Ochre Card).

### 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.

### ABOUT TOP END ABORIGINAL HEALTH RESEARCH ALLIANCE (TEAHRA)

Top End Aboriginal Health Research Alliance (TEAHRA) is an NHMRC-accredited Research Translation Centre based in the Top End of the Northern Territory and is a collaboration between Aboriginal Community Controlled Health Services, NT Government, Research and Education Institutions, and funders. TEAHRA's purpose is to facilitate Aboriginal-led research that makes a difference to improve the health and wellbeing of Aboriginal people in the Top End. The current partners are:

- Charles Darwin University (CDU)
- Danila Dilba Health Service (DDHS)
- Katherine West Health Board Aboriginal Corporation (KWHB)
- Mala'la Health Service Aboriginal Corporation (Mala'la)
- Menzies School of Health Research (Menzies)
- Northern Territory Health (NT Health)
- Northern Territory Primary Health Network (NTPHN)
- Sunrise Health Service Aboriginal Corporation (Sunrise)

**SUMMARY OF POSITION:**

This role manages the partnerships, program, and operations of TEAHRA. The main objective of the position is to work closely with the TEAHRA Executive Director, who is also the Deputy Director First Nations Engagement & Research at Menzies School of Health Research, to ensure the effective coordination of all activities within the partnership, including operations, communications, stakeholder engagement, cross-sectoral collaboration and advocacy. The successful candidate will have excellent communication and project management skills and will be flexible, adaptable and able to deal with a range of tasks, both complex and routine. The role is based at the Menzies School of Health Research, which is the administering partner of TEAHRA.

**PRIMARY RESPONSIBILITIES:**

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

**Program Management and Coordination**

1. In consultation with TEAHRA Executive Director, Associate Deputy Director Strategy as necessary, and TEAHRA Communications Officer, progress the operations and communications plans for Top End Aboriginal Health Research Alliance.
2. Provide secretariat and administrative support to the Board of the TEAHRA, the Management Committee, and the Executive Director.
3. Work with the Menzies Finance Team in managing and reporting on the TEAHRA finances.

**Partnerships and Stakeholder Engagement**

4. Provide high-level support and advice to the TEAHRA Chairperson, Board, and Executive Director, including writing reports and other correspondence as required, and liaising with or assisting to advance matters with internal and external stakeholders.
5. Build and maintain productive working relationships with external stakeholders and partners of Top End Aboriginal Health Research Alliance.
6. Work with the TEAHRA Executive Director in providing strategic advice in developing and maintaining strategic relationships for the planning and implementation of research translation activities.
7. Represent TEAHRA on the Australian Health Research Alliance (AHRA) Operations Committee.

**Research**

8. Work with the partners of TEAHRA to progress research translation activities, that include: mapping the research activities of partners and identifying strategic and operational alignment, developing Policy and Practice briefs, facilitating capacity building and training opportunities (seminars, workshops), contributing to newsletters, producing other periodical reports, and updating content for relevant websites.

9. Identify potential grant and funding opportunities that align with identified priorities of TEAHRA; take the lead or provide high-level support in developing the funding submission; take the lead in managing the funded program of work within budget and reporting timelines.
10. Manage and undertake the reporting of research activities to funding bodies, AHRA partnership reporting, and the NHRMC Research Translation Centre accreditation process
11. Contribute to the design and management of governance structures.
12. Engagement with communities, government, and other research stakeholders for iterative knowledge translation activities.
13. Ensure duties are conducted in accordance with ethical, cultural, privacy 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 policies and procedures.

### General

14. 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.
15. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Director.

### SELECTION CRITERIA:

#### Essential:

1. A relevant postgraduate qualification; or extensive relevant experience (working in a high-level advisory and management role, preferably in a research or policy environment), or equivalent combination of relevant experience and education.
2. Demonstrated ability to research and gather information resourcefully and use advanced analytical skills and attention to detail to identify and develop innovative approaches and strategies to complex problems in a changing environment.
3. Ability to build strong, productive relationships within an organisation and collaborative external partnerships.
4. Well-developed capacity to consult, collaborate and negotiate effectively with people from diverse cultures, in particular Aboriginal and Torres Strait Islander people and organisations.
5. Proven project management skills, including strong administrative skills, and demonstrated experience writing briefing papers, reports and applications for a variety of different funding sources.
6. Demonstrated financial management experience, including a sound knowledge of budgetary processes, invoicing, payments and acquittals.
7. Strong understanding of privacy, confidentiality and 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 (Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research).
8. Exceptional communication skills, with demonstrated experience in writing and implementing Communications and/or Operational Strategies; facilitating training in health or research fields; and with demonstrated experience in writing reports and applications from a variety of different funding sources.
9. Demonstrated initiative, problem solving, attention to detail, and strong work ethic, with capacity to achieve results with minimal supervision.

10. High-level computer literacy skills with proficiency in Microsoft Office suite.

**Desirable:**

1. Experience in a similar role, preferably in a health, research, policy or education environment.
2. Knowledge and understanding of the health research environment in the Top End, NT

**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:** 30 July 2025

PACKAGE COMPONENT	<u>PAT 8</u>	
	Minimum Value PAT 8/1 (\$)	Maximum Value PAT 8/4 (\$)
<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>

