

POSITION DESCRIPTION

POSITION TITLE:	Project Manager - The Communicate Study Partnership
POSITION NUMBER:	5845
DIVISION / SECTION:	Global and Tropical Health
SUPERVISOR:	Deputy Director Research
CLASSIFICATION LEVEL:	Level 8
SALARY RANGE:	\$114,014-\$124,170
STATUS (FTE):	1.0FTE
LOCATION:	Darwin, Northern Territory
DIRECT REPORTS:	3
INDIRECT REPORTS:	3
SPECIAL PROVISIONS:	<ol style="list-style-type: none"> 1. Travel to regional centres (by light aircraft or 4WD) for up to five (5) days per trip, one (1) to three (3) times per year. 2. Comply with the NT Health Worker Immunisation Policy by providing proof of vaccination based on the work being undertaken in high-risk areas such as hospitals and laboratories and for exposure to blood or body substances from patients. 3. Ability to obtain and maintain a current Working with Children 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.

SUMMARY OF POSITION:

The vision of the Communicate Study Partnership is to ensure more First Nations peoples receive culturally safe healthcare. This study, led by Menzies School of Health Research in partnership with Northern Territory (NT) Health, the NT Aboriginal Interpreter Service, the Djalkiri Foundation and the National Accreditation Authority for Translators and Interpreters (NAATI) is funded by the NHMRC and MRFF. A suite of activities is being implemented at participating hospitals including an intercultural communication training program based on locally made podcasts; clinical championing; new employment and integration models for interpreters; and mentoring and training for Aboriginal Interpreters.

The Project Manager will coordinate and oversee the implementation of the Communicate Study Partnership activities across Royal Darwin Hospital, Katherine Hospital, Gove District Hospital and Alice Springs Hospital. The Project Manager is responsible for the management of grant contracts,

budgeting, and human resource processes as well as leading a portfolio of ongoing projects aligned with the study's objectives. This role requires proficiency and demonstrated experience supporting research project implementation. The Project Manager will work with the study team to support the rollout of existing projects, contribute to the development and execution of new ventures, and provide strategic guidance and recommendations across relevant areas and teams. A key aspect of the role is to contribute to sustainability planning, ensuring alignment with the strategic goals of the study, Menzies, and its collaborative partners.

The Project Manager will require a degree of autonomy but will work alongside the study team, including Indigenous and non-Indigenous academics and researchers, health care providers, the First Nations health workforce and Communicate study stakeholders. This position is based in Darwin and will require travel to remote communities and interstate (by aircraft) for up to five (5) days per trip, one (1) to three (3) times per year.

PRIMARY RESPONSIBILITIES:

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

1. Under the broad direction of the Deputy Director (Research), provide high-level leadership in the management of complex administrative and operational processes. This includes oversight of research activities and representing the program in engagement with senior investigators, collaborators, funding bodies, and external stakeholders.
2. Lead strategic project management and governance functions for the Communicate Study, including oversight of budget development and financial monitoring, high-level contract negotiations and compliance, risk management, and formal reporting to ethics committees, funding agencies and organisational governance bodies to ensure successful program delivery.
3. Build, foster, and maintain effective relationships with internal and external stakeholders, including the strategic coordination and facilitation of regular communications and meetings of project teams to achieve study objectives.
4. Provide leadership, supervision and mentoring to junior staff and external Project Officers (up to six), including performance management, development of workplans, support for professional development, and fostering a high-performing, collaborative team culture.
5. Support study investigators in identifying and preparing grant applications to secure additional funding, including the development and articulation of budgets.
6. Have an 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.
7. Carry out any other tasks as reasonably required by the Supervisor or Business Manager.

SELECTION CRITERIA:

Essential:

1. Postgraduate qualification in public health with a record of relevant project management or coordination experience or an equivalent combination of tertiary qualification and relevant project management and / or research experience
2. A proven knowledge and application of contractual and risk management principles.
3. Demonstrated experience in high level financial management skills including drafting and updating budgets, monitoring expenditure, reviewing financial reports, communicating outcomes and making appropriate adjustments to support project delivery.

4. Demonstrated initiative, problem solving ability and strong work ethic with the capacity to establish priorities, manage competing deadlines and work independently under broad direction and as part of a multidisciplinary team.
5. Demonstrated knowledge and understanding of social and cultural determinants of health, and a demonstrated commitment to the principles of cultural safety.
6. Demonstrated excellent verbal and written communication and interpersonal skills to communicate with First Nations peoples and people from diverse cultures and the ability to build strong, productive relationships within an organisation and collaborative external partnerships. Demonstrated capacity to consult, collaborate, and negotiate effectively with a wide range of stakeholders, and to build strong, productive relationships within and across organisations.
7. Demonstrated ability to provide leadership, guidance, and mentoring to junior colleagues to support their professional development.
8. Proven experience in the successful coordination of multiple concurrent projects and the management of multidisciplinary teams.
9. Demonstrated experience in mentoring and capacity building, preferably in a cross-cultural setting.

Desirable:

1. Demonstrated expertise in leading the preparation of academic manuscripts.
2. Experience working in health research and low resource settings.

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.

SPECIAL CONSIDERATIONS:

The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the [Racial Discrimination Act 1975](#) and section 57 of the [Anti-Discrimination Act 1992](#) (NT). This position therefore will only be open to Aboriginal and Torres Strait Islander applicants.

APPROVED BY: Menzies Human Resources
DATE: 28/08/2025

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