

POSITION DESCRIPTION

POSITION TITLE:	Project Manager
POSITION NUMBER:	5128
DIVISION / SECTION:	Wellbeing & Preventable Chronic Disease
SUPERVISOR:	Senior Research Fellow 4666
CLASSIFICATION LEVEL:	PAT 8
SALARY RANGE:	\$114,014 - \$ 124,170 per annum, pro rata
STATUS (FTE):	0.8 – 1.0
LOCATION:	Darwin, Northern Territory
DIRECT REPORTS:	4 - 6
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ol style="list-style-type: none"> 1. Travel to remote communities (by light aircraft or 4WD) with specific timing and frequency to be discussed. 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), National Police Clearance, and an NT driver's licence.

ABOUT MENZIES:

Menzies is a national leader in research and education and works to improve 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 knowledge through genuine and effective partnerships with communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

The DIABETES Across the LIFECOURSE: Northern Australia Partnership is a collaboration between health service providers, policy makers, researchers, and communities across Northern Australia. A key aim of our Partnership is to investigate and improve the health of women with diabetes in pregnancy and their children. Our research seeks to understand the relationship between diabetes in pregnancy and clinical outcomes, including long term, for mothers and their children.

The PANDORA study is study that commenced in 2011 and is ongoing. Women were recruited for the study when they were pregnant and now these women and their children are being followed up. Wave 3 is the current wave of the study where children are now 12 – 18 years of age. Wave 3 involves travelling across the NT (urban and remote) and interstate to see women and their children.

This position is responsible for leading daily research activities of this project as well as coordinating the team including supervision of other research staff and leading data collection and management. This position is based in Darwin and could involve travel to regional and remote areas of the Northern Territory and interstate with other staff members, for trips for up to 5 days once a month, with some trips up to 14 days duration.

PRIMARY RESPONSIBILITIES:

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

1. Lead day-to-day administrative management including managing project budgets (with support) and overseeing compliance with funding agreements.
2. Supervise a small team that over time that includes project officers.
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. Manage the design and supervision of the implementation of the Wave 3 PANDORA study. This includes coordination of participant assessments, including management of clinic bookings and required equipment and lab supplies, as well as rostering and supervision of staff, ensuring adherence to the current PANDORA Study Protocol.
5. Maintenance and nurturing of existing relationships as well as the development of new working relationships with community stakeholders in established study sites.
6. Manage 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. Generation of reports to funders and governing bodies in accordance with ethical, cultural and confidentiality requirements
10. Contribute to the preparation of manuscripts and publications as required by the Chief Investigators
11. 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
12. 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.
13. Carry out any other tasks as reasonably required by the Supervisor, Business Manager and/or Menzies Director.

SELECTION CRITERIA:

Essential:

1. Tertiary qualifications and extensive experience in a relevant field; 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. Extensive experience with the collection, processing and storage of biological samples, in adults and children.
4. Proven financial management experience, including a sound knowledge of budgetary processes, invoicing, payments and acquittals, and experience in managing multiple budgets concurrently. 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: 12 January 2026

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