

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Program Manager
<b>POSITION NUMBER:</b>	5940
<b>DIVISION / SECTION:</b>	Child and Maternal Health Division/Ear and Hearing Health
<b>SUPERVISOR:</b>	Senior Research Fellow - 5035
<b>CLASSIFICATION LEVEL:</b>	PAT 8
<b>SALARY RANGE:</b>	\$114,014 - \$124,170 per annum pro rata
<b>STATUS (FTE):</b>	0.7 FTE - 1.0 FTE
<b>LOCATION:</b>	Darwin, Northern Territory
<b>DIRECT REPORTS:</b>	3-4
<b>INDIRECT REPORTS:</b>	0
<b>SPECIAL PROVISIONS:</b>	<ol style="list-style-type: none"> <li>1. Travel to urban and remote communities via light aircraft or 4WD for up to three (3) days per trip, and up to two (2) trips per month.</li> <li>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</li> <li>3. Ability to obtain and maintain a current Working with Children Check (OCHRE card), National Police Clearance and hold a current NT Drivers' Licence.</li> </ol>

### 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 Child and Maternal Health Ear Health Pathogenesis, Prevention and Treatment Program seeks a Program Manager to manage and coordinate clinical trials and laboratory-based research projects involving Aboriginal and Torres Strait Islander children and families, with a focus on ear health and the prevention and treatment of early life bacterial illnesses.

The Program Manager is responsible for providing high-level leadership, including project initiation and governance activities, ethics and regulatory approvals and research agreements; multi-site trial coordination; staff supervision and training; participant recruitment and follow-up within community settings; clinical assessments conducted in a culturally safe manner; and the collection and management of clinical data and biological specimens.

The role works closely with the Ear Health Laboratory Team within the Child and Maternal Health. This position is based in Darwin. Regular travel to urban and remote communities is required, including

travel via light aircraft and four-wheel-drive vehicle, for up to three (3) days per trip, and up to two (2) trips per month.

### **PRIMARY RESPONSIBILITIES:**

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

1. Provide high-level leadership in the establishment and management of administrative, governance and operational processes. This includes research governance activities for multiple projects, and preparation of applications, amendments and reports to ethics committees and data custodians.
2. Provide leadership, supervision and mentoring to a small team including staff management, development of workplans, support for professional development, and fostering a high-performing, collaborative team culture.
3. Manage the day-to-day operations of the program, including clinical assessments, administering trial medications, medical records review; participant screening, recruitment and informed consent; eligibility assessment; randomisation; retention; follow-up and withdrawal processes, ensuring compliance with approved study protocols, operating procedures, ethics approvals, contractual requirements, Good Clinical Practice (GCP) Guidelines, the Australian Code for the Responsible Conduct of Research, the National Statement on Ethical Conduct in Human Research, legislative and regulatory requirements, and Menzies' policies, procedures and guidelines.
4. Monitor protocol compliance, safety reporting, protocol deviations and risk mitigation strategies, and ensure appropriate oversight of investigational products, including storage, accountability, administration and disposal.
5. Collect, process, transport and store biological specimens for laboratory analysis in accordance with protocols and procedures.
6. Manage program budgets, including forecasting, monitoring expenditure, procurement and financial reporting in collaboration with the Supervisor and liaising with the Business Manager and Finance team as required.
7. Lead and maintain stakeholder engagement, including communicating effectively with Royal Darwin Hospital, community-based health services, laboratories and other external partners to facilitate research-related activities and ensure compliance with institutional requirements.
8. Manage effective communication and collaboration with study participants, research teams and stakeholders, adhering to cultural protocols and supporting appropriate consultation, knowledge transfer and dissemination of research findings.
9. Contribute to research proposals, reports, manuscripts, presentations, conference activities and student supervision.
10. Demonstrate 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.
11. Carry out any other tasks as reasonably required by the Supervisor, Business Manager and/or Menzies Director.

### **SELECTION CRITERIA:**

#### **Essential:**

1. Postgraduate qualifications and/or demonstrated progress toward postgraduate qualifications in a health-related field, with several years relevant, proven experience in either a hospital or community-based health service setting, or significant experience in project or clinical trial management related medical research.

2. Significant demonstrated experience coordinating and managing clinical trials or medical research studies, including responsibility for protocol implementation, participant management, and day-to-day trial operations.
3. Demonstrated high-level knowledge and practical application of research governance frameworks, ethics approval processes, Good Clinical Practice (GCP) Guidelines, and relevant national standards, including experience developing and maintaining study documentation and monitoring protocol and regulatory compliance.
4. Proven ability to lead, supervise, train and mentor multidisciplinary research teams, foster a positive and culturally safe workplace, and provide expert guidance to junior research and clinical staff.
5. Demonstrated experience in managing clinical trial or research study budgets, including forecasting, expenditure monitoring, procurement processes and financial reporting.
6. Highly developed verbal and written communication, and interpersonal skills, with demonstrated ability to build collaborative and professional relationships with a diverse range of stakeholders, including multidisciplinary teams, and to manage sensitive issues and conflict constructively.
7. Proven ability to adapt to change and thrive in a dynamic research environment, working effectively, whilst working independently with minimal supervision.
8. Exceptional time management and organisational skills, with the ability to prioritise tasks, multitask, and meet deadlines in a fast-paced environment while consistently delivering high-quality results.
9. Demonstrated experience in managing clinical and research data using electronic systems, with sound computer literacy and a strong understanding of data quality, confidentiality, and ethical handling of sensitive or personal information, and the ability to exercise discretion, integrity and accountability in complex or sensitive situations.

### **SPECIAL CONSIDERATIONS:**

*This is a female identified role. An applicant's gender is a genuine occupational requirement of this position, authorised by s35 of the [Anti-Discrimination Act 1992](#) (NT) and Division 4 (s30, ss1 & ss2a,c,g,e,& h) of the [Sex Discrimination Act 1984](#).*

**APPROVED BY:** Menzies Human Resources  
**DATE:** 10/02/2026

<b>PAT 8</b>		
<b>PACKAGE COMPONENT</b>	<b>Minimum Value (\$)</b>	<b>Maximum Value (\$)</b>
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
<b>TOTAL SALARY PACKAGE</b>	<b>140,169</b>	<b>151,747</b>