

POSITION DESCRIPTION

POSITION TITLE:	Project Coordinator, PEDRO program
DIVISION / SECTION:	Global & Tropical Health
SUPERVISOR:	Chief Investigator, NEARER SCAN
CLASSIFICATION LEVEL:	GSL 7
SALARY RANGE:	\$89,426 - \$97,048 per annum, pro-rata
STATUS (FTE):	0.7 FTE
DIRECT REPORTS:	3
INDIRECT REPORTS:	1
SPECIAL PROVISIONS:	<ul style="list-style-type: none">- Willingness to travel to Timor-Leste and to remote communities (by light aircraft or 4WD) for up to 6 times per year and up to 5 days at a time.- Vaccinated against COVID-19 and ability to provide suitable evidence to Menzies Human Resources.- Ability to obtain and maintain a current Working with Children Check (OCHRE card) and National Police Check.- Willingness to undertake a medical examination and ability to obtain clearance to fly to, and live in Timor-Leste.

ABOUT MENZIES:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Aboriginal and Torres Strait Peoples, and a leader in global and tropical research into life-threatening illnesses, Menzies School of Health Research continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

Menzies' Global and Tropical Health Division is committed to tackling key areas of public health concern, including Acute Rheumatic Fever (ARF), Rheumatic Heart Disease (RHD), that impact on the health and wellbeing of people and communities across Northern Australia and Timor-Leste. The Promoting Echocardiographic Diagnosis of Rheumatic heart disease Opportunities (PEDRO) team is leading several capacity building, training and research projects, focused on improving access to early echocardiographic diagnosis of RHD.

This is a Darwin-based position.

The Project Coordinator will ensure efficient and effective delivery of multi-partner, multi-site projects. They will be responsible for:

- Working collaboratively with project team members, supporting the development of implementation plans and tracking progress toward project outcomes;
- Managing key program activities including procurement, contracting, human resources, financial management and logistics;

- Ensuring compliance with and continuously improving operational systems, policies and processes; and
- Tracking, mitigating, managing and reporting on operational risks in support of achieving program activities.
- Travel to study sites across northern Australia and in Timor-Leste up to six times per year, for 5 days at a time, and to maintain regular communication with researchers

Initially, the Project Coordinator will support the NEARER SCAN project and related projects within the PEDRO program. The Non-Expert Acquisition and Remote Expert Review of Screening echocardiography images from Child health and AnteNatal clinics (NEARER SCAN) study is an implementation project. It will evaluate a community partnership approach to implementing echocardiographic screening for RHD and incorporating it into routine child health checks and antenatal appointments for pregnant women. This study will build on the work and findings of the Pedrino and RECARDINA projects. The research team will work with communities to incorporate echocardiographic screening for RHD into routine care, using implementation research to evaluate the approach to community engagement, training and the echocardiographic screening intervention itself. NEARER SCAN includes the Two Hearts Beat study, a prospective interventional study that aims to improve the antenatal detection and subsequent care for pregnant women with RHD.

PRIMARY RESPONSIBILITIES:

1. Working with the project leads, coordinate project activities, including liaison with collaborators, staff, funding bodies and other stakeholders.
2. Oversee project compliance with all performance requirements, particularly in the areas of contract, budget and financial management.
3. Prepare project workplans and monitoring and evaluation frameworks and track and report on project progress.
4. Prepare reports and submissions and support the preparation of publications.
5. Develop and maintain systems that will enable effective communication and record keeping within and between projects.
6. Track, manage and report on project operational risks.
7. Work closely with the Business Manager GTH, Corporate Services and Research Administration to support the management of business activity related to the projects, in accordance with Menzies policy and procedures.
8. 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.
9. Any other tasks as reasonably required by the supervisor, manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Relevant tertiary qualification and at least four years subsequent relevant experience in a health-related field or an equivalent combination of relevant experience and/or education/training.
2. Proven coordination and project management skills, including managing contract and donor requirements in compliance with relevant legislation and policies.
3. The ability to prepare and maintain contemporary project management tools including project log frames, work plans, monitoring and evaluation frameworks and risk matrices.
4. Highly developed ability to communicate effectively, both verbally and in writing, with a

- range of audiences including people from diverse cultures.
5. Demonstrated high level financial management skills, including procurement, budget preparation, financial reporting and forecasting and experience working across multiple currencies.
 6. Excellent report writing skills and the ability to correspond effectively with stakeholders, manage sensitive issues and maintain confidentiality.
 7. Good time management skills with demonstrated ability to set priorities and meet deadlines whilst keeping attention to detail.
 8. Capacity to work independently under broad direction, and as part of a research team, maintaining confidentiality.
 9. Strong negotiation and liaison skills, especially in a cross-cultural setting and the ability to interact effectively with people from diverse cultures.

Desirable:

1. Experience in working within a health research environment
2. An understanding of the broader health environment, in particular sectors of health care servicing Aboriginal and/or Torres Strait Islander populations.

Covid-19 Vaccination Requirements:

1. Menzies encourages all staff to be fully vaccinated in accordance with the latest guidance and recommendations for COVID-19 vaccination as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with protection from Covid-19 in the workplace such good hygiene practices, mask wearing, physical distancing and any other reasonable direction.

Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply

Approved by: Menzies Human Resources

Date 05 August 2022

<u>GSL 7</u>		
PACKAGE COMPONENT	Minimum Value GSL 7/1 (\$)	Maximum Value GSL 7/4 (\$)
Gross Salary (position advertised as General Staff Level 7)	89,426	97,048
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	12,520	13,587
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,765	9,685
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,570	1,570
Total Salary Package	113,280	121,890