

POSITION DESCRIPTION

POSITION TITLE:	Program Manager
POSITION NUMBER:	5469
DIVISION / SECTION:	Wellbeing and Preventable Chronic Diseases Division (WPCD)
SUPERVISOR:	Head Renal Health - 2925
CLASSIFICATION LEVEL:	PAT 9
SALARY RANGE:	\$119,421 - \$127,346 per annum
STATUS (FTE):	1.0 FTE
DIRECT REPORTS:	Up to 8
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ul style="list-style-type: none"> - Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources. - Willingness and ability to travel for work to main regional centres of Katherine, Tennant Creek and Alice Springs (by aircraft or 4WD) for up to one week at a time 3-4 times a year. Timings of travel to be agreed. - Ability to obtain and maintain a current Working with Children Check (OCHRE card), NT drivers' license. - Ability to obtain National Police Clearance.

ABOUT MENZIES:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Aboriginal and Torres Strait Islander 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' Division of Wellbeing and Preventable Chronic Diseases (WPCD) leads major research programs that aim to improve and strengthen the health and wellbeing of individuals, families, and communities.

The Renal Health Program within the Wellbeing and Preventable Chronic Disease Division has a strong focus on evidence translation, identifying new and innovative strategies to improve service delivery and

program evaluation to inform policy. It works in partnership with government and nongovernment health services locally and at the national level to identify, develop and support innovative strategies to facilitate improved management of chronic and kidney disease, improve the patient journey and strengthen health systems.

The program aims to develop expertise and provide leadership in digital health, clinical research, consumer engagement, learning and growth of the clinical workforce and promotion of knowledge translation. To that end, the program works in close collaboration with other program areas in Menzies to facilitate cross fertilisation of ideas and create synergies across Divisions.

The program includes a multidisciplinary team of senior researchers and project staff including statisticians, qualitative researchers and evaluators, software developers, nurses, and first nations consumer engagement officers. The main objective of the position is to work closely with the Head of Renal Health, and the Renal Leadership team to ensure effective coordination and management of all activities within the program and respectful collaborations with our partners and stakeholders. This role will provide high level management and coordination of financial, human resources, reporting, legal and ethical requirements to support the research team and collaborators. This position will be based in the WPCD Division in Darwin.

PRIMARY RESPONSIBILITIES:

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

1. Provide oversight of all projects and supervise project leads providing expert leadership and management to the Renal Health program to ensure timely delivery on contractual and programmatic obligations.
2. Provide strategic support to the Renal Health leadership team, including follow through of actions arising from team meetings, Division Business Manager and Divisional Leader.
3. Play a leading role in building project management capacity within the team, including guidance and training in developing project planning documentation, financial and budgetary management, report writing, staff mentoring and performance development.
4. Oversee HR matters for the Renal Health program including staff recruitment, induction, training, supervision, and performance improvement.
5. In consultation with the WPCD Business Manager, oversee the financial and contractual requirements of the program, including the development and review of budgets against allocations to ensure optimal use of resources, and ensure allocation is in line with funding body rules. Manage contracts including monitoring end dates and the delivery of outputs. In consultation with Business Manager, Chief Investigators and Menzies Legal, assist with amendments, development of Schedules (where relevant) and requests for legal advice.
6. Working with the Division Business Manager, manage progression of Renal program's legal contracts including completion of legal advice documentation in consultation with the Chief Investigators. Provide expert assistance to the Renal Leadership team in the identification of potential funding opportunities and in the preparation and development of business cases and grant applications.
7. Build and maintain productive working relationships across Divisions in Menzies and with corporate services (Legal, Finance, Operations, Research, HR etc) as well as external project stakeholders to support effective and collaborative relationships.
8. Facilitate, support, and manage the implementation of Menzies policies and procedures within the program for compliance with contractual obligations and Menzies guidelines.

9. Identify opportunities for process improvements within the program and liaise with relevant project leads and Renal leadership team to implement strategies to optimise operations and outcomes.
10. 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.

SELECTION CRITERIA:

Essential:

1. Postgraduate qualifications in a relevant field (e.g. business, administration, management) and extensive experience; or extensive management experience and proven management expertise in a research 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. Demonstrated financial management experience, including a sound knowledge of budgetary processes, invoicing, payments and acquittals, and experience in managing multiple budgets concurrently.
4. Proven ability to build and maintain collaborative partnerships with stakeholders including funding bodies, partner research organisations and sub-contractors.
5. Demonstrated skills and experience in staff, student and team management with a positive attitude and a commitment to building capacity and capability in others.
6. Exceptional written and verbal communication skills, with experience in writing reports and applications for a variety of different funding sources.
7. Strong organisational skills, self-motivation and integrity, and the ability to effectively prioritise workloads, work under pressure to meet tight and conflicting deadlines, and achieve results with minimal supervision.
8. Demonstrated awareness and adoption of new technologies as well as demonstrated high level computing skills in all standard programs.
9. Demonstrated ability to maintain confidentiality of data, personal and sensitive information, exercise diplomacy and discretion when dealing with sensitive and confidential issues and experience in conflict resolution.
10. Ability to build strong productive relationships within an organisation and collaborative external partnerships. Well-developed capacity to consult, collaborate and negotiate effectively with people from diverse cultures, in particular Aboriginal and Torres Strait Islander people and organisations.

Desirable:

1. Demonstrated experience in managing health research programs.
2. Experience in the management of legal contracts for research activity.

COVID-19 SAFETY 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.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

As a recognised national leader in Aboriginal and Torres Strait Islander health research, education and research training, 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 First Nations voices in all aspects of our work, and we strongly encourage Aboriginal and/or Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources

DATE: 06 September 2023

PAT 9		
PACKAGE COMPONENT	Minimum Value PAT 9/1	Maximum Value PAT 9/4
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 9)	119,421	127,346
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	16,719	17,828
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,546	10,012
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,588	1,588
Total Salary Package	147,274	156,774