

POSITION DESCRIPTION

POSITION TITLE:	Strategic Initiatives Manager
POSITION NUMBER:	5529
DIVISION / SECTION:	Senior Executive Team
SUPERVISOR:	Deputy Director Research – 5242
CLASSIFICATION LEVEL:	PAT 8
SALARY RANGE:	\$110,478 - \$120,319 per annum, pro rata
STATUS (FTE):	0.8 – 1.0 FTE
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	<ul style="list-style-type: none"> - Ability to obtain and maintain a current NT driver's licence. - This position is based in Darwin.

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:

This position will lead activities and provide high level advice and support to members of the Senior Executive Team on organisational strategic initiatives and special projects.

A core activity of the role will be to manage the operations of Top End Academic Health Partners. The successful candidate will support the Deputy Director Research and Associate Deputy Director Strategy in developing and implementing strategic initiatives both within the organisation and with external stakeholders and partners. The role includes leading communications, operations and stakeholder engagement for Top End Partners. The successful candidate will have excellent communication and project management skills and will be flexible, adaptable and able to deal with a range of tasks, both complex and routine.

PRIMARY RESPONSIBILITIES:

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

1. In consultation with Deputy Director Research and Associate Deputy Director Strategy, develop and implement a Communications and Operational Strategy for Top End Academic Health Partners.
2. Work with the seven partners of Top End Academic Health Partners to develop and implement the Communications and Operational Strategies and workplans of the Partnership, including delivering key activities to support research translation: developing Policy and Practice briefs, facilitating capacity building and training opportunities (seminars, workshops), producing newsletters and other periodical reports and updating content for relevant websites.
3. Take the lead or provide high level support on various strategic and operational initiatives that have been identified and endorsed by Senior Executive Team.
4. Provide high level support and advice to the Deputy Director Research and Associate Deputy Director Strategy, including writing reports and other correspondence as required, and liaising with or assisting to advance matters with internal and external stakeholders.
5. Build and maintain productive working relationships with external stakeholders and partners of Top End Partners as well as with internal corporate service divisions and Menzies research divisions to support the Senior Executive Team to achieve their objectives and facilitate effective and efficient outcomes.
6. Identify potential grant and funding opportunities that align with identified priorities of Top End Partners; take the lead or provide high level support in developing the funding submission; take the lead in managing the funded program of work within budget and reporting timelines.
7. Ensure duties are conducted in accordance with ethical, cultural, privacy and confidentiality requirements (including Good Clinical Practice (GCP) Guidelines, Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research), and in line with Menzies policies and procedures.
8. 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. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Director.

SELECTION CRITERIA:

Essential:

1. A relevant postgraduate qualification; or extensive relevant experience (working in a high level advisory and management role, preferably in a research or policy environment), or equivalent combination of relevant experience and education.
2. Demonstrated ability to research and gather information resourcefully and use advanced analytical skills to identify and develop innovative approaches and strategies to complex problems in a changing environment.
3. Proven ability to build and maintain collaborative partnerships and effective relationships with research, health and education organisations and funding bodies.
4. Strong understanding of ethics relevant to working with health/community health services and/or research settings, including confidentiality, privacy and anonymity, and a willingness to learn and adhere to relevant guidelines (Good Clinical Practice Guidelines, Australian Code for the Responsible Conduct of Research, and National Statement on Ethical Conduct in Human Research).
5. Proven project management skills, including demonstrated experience writing briefing papers, reports and applications for a variety of different funding sources.

6. Exceptional communication skills, with demonstrated experience in writing and implementing Communications and/or Operational Strategies; and facilitating training in health or research fields, and with people from diverse professional and cultural backgrounds.
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. High level computer literacy skills with proficiency in Microsoft Office suite, including basic understanding of MS Office Access and Excel, and be able to manage a Document Library, webpage and intranet content.
9. Demonstrated initiative and capacity to work under broad direction as part of a multidisciplinary team.
10. Excellent attention to detail and the ability to analyse and resolve problems.
11. Strong organisational skills, self-motivation and integrity, and the ability to effectively prioritise workloads, work under pressure and work efficiently to strict timelines.

Desirable:

1. Experience in a similar role, preferably in a health, research, policy or education environment.
2. Knowledge and understanding of the health research environment in the Top End, NT

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: 08 February 2024

<u>PAT 8</u>		
PACKAGE COMPONENT	Minimum Value PAT 8/1 (\$)	Maximum Value PAT 8/4 (\$)
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 8)	110,478	120,319
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	15,467	16,845
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	9,469	9,546
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,676	1,676
Total Salary Package	137,090	148,386