

POSITION DESCRIPTION

POSITION TITLE:	Program Manager
POSITION NUMBER:	5252
DIVISION / SECTION:	Global and Tropical Health
SUPERVISOR:	Business Manager - 2599
CLASSIFICATION LEVEL:	PAT 9
SALARY RANGE:	Negotiable
STATUS (FTE):	1.0 FTE
DIRECT REPORTS:	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. - Travel to travel to Dili, Timor-Leste for up to eight (8) days per trip, six (6) to ten (10) times per year. - Comply with the Worker Immunisation against Specified Vaccine Preventable Diseases NT Health Policy and provide proof of compliance (e.g., vaccine certificates or serology reports) including Hepatitis A & B vaccinations as per as per Category A of the NT Health Policy. - Ability to obtain and maintain a current Working with Children Check (OCHRE card) and National Police Clearance Certificate.

ABOUT MENZIES:

Menzies is a national leader in research and education that improves 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 into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

The Menzies' Global and Tropical Health (GTH) Division is committed to dealing with key areas of public health concern that impact on the health and wellbeing of people and communities across northern Australia and the Asia-Pacific region. With a focus on translational research, we shape our research program through close collaboration with a diverse range of healthcare providers,

policy makers and researchers, to target priority health issues. Our aim is to find meaningful and relevant ways to improve the health of people in our region. Menzies has an office in Dili, Timor-Leste with a large team of Timorese and expatriate staff employed in-country, supporting the delivery of capacity-building and research projects. A number of projects are being conducted through the office under a Memorandum of Understanding between Menzies and the Ministry of Health.

SUMMARY OF POSITION:

This role works closely with the Timor-Leste Program Leads to ensure effective coordination of all activities under the Timor-Leste program and to provide pre-award and post-award project management support. The Program Manager will oversee the Timor-Leste project management team, coordinating the delivery of financial, human resources, reporting, legal and ethics requirements to support the research team and collaborators. The position work base will be Darwin with frequent travel to Dili, Timor-Leste, for up to ten (10) days per trip, six (6) to ten (10) times per year

PRIMARY RESPONSIBILITIES:

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

1. Lead the establishment and continuation of a comprehensive approach to program management including building a detailed record of program parts and connections, timelines and outputs with associated work plans and risk matrix. Provide overarching coordination for projects being implemented in Timor-Leste, to ensure effective collaboration between Menzies research and project implementation teams. Support Program Leads with program development and implementation, including identifying and responding to new opportunities, and liaison with collaborators, funding bodies and other external stakeholders.
2. Provide strategic advice to the Menzies Timor-Leste Strategic Reference Group and project leads on strategic planning for Timor-Leste related projects.
3. Commit to leadership and provide supervision, guidance to project staff, including managing general performance management and support with operational tasks.
4. Work closely with the Timor-Leste Country Manager, Timor-Leste Human Resource Officer and Finance Manager to ensure cohesive operations across Darwin and Dili offices.
5. Develop and maintain productive, co-operative working relationships with internal stakeholders including Menzies Corporate Services, GTH Business Manager, Country Manager Timor-Leste, the Laboratory, and other Research Divisions to ensure that program management activity is aligned to and compliant with Menzies policy and process.
6. Lead and effectively support the team responsible for coordinating travel, logistics, finance, international liaison, immigration, customs and supply requirements of the projects. Provide high level support to and oversight of procurement and logistics related to delivering supplies and equipment to Timor-Leste, ensuring compliance with relevant legislation, policies and processes.
7. Work closely with the Business Manager and Senior Legal Counsel to prepare funding and collaboration agreements with project partners. Review and provide advice on the suitability of procurement contracts, including Consultancy Agreements related to technical advice and to the installation of equipment and systems in Timor-Leste.
8. Manage reporting requirements for funders, collaborators, and internal Menzies purposes, ensuring that reporting is completed on time and to a high standard.
9. Play an active role as a Champion for the Timor-Leste Program and build the capacity of the Timor-Leste team, ensuring that program outputs are appropriately reported and shared and that staff are recognised for

their contribution in internal and external forums, reports, social media and events. Facilitate staff development opportunities for the Timor-Leste team.

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.
11. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Postgraduate qualifications and extensive relevant experience; 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 skills and experience in team management, staff supervision including the ability to negotiate and maintain formal and informal networks and business relationships.
3. Demonstrated high level project management expertise with comprehensive knowledge of contractual and risk management principles and practice. Including financial management, a sound knowledge of budgetary process and experience coordinating multiple budgets.
4. Exceptional project planning, monitoring and evaluation skills and experience in preparing high quality written reports including the collation and coordination of project inputs.
5. Exceptional communication skills, a positive attitude and a commitment to building capacity and capability in others.
6. Demonstrated ability to work independently, assess and establish priorities, manage competing deadlines against expected timeframes, in a fluid working environment
7. 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.
8. Ability to build strong productive relationships within an organisation and collaborative external partnerships. Including ability to identify, build and maintain formal and informal networks and relationships that are important to the Timor-Leste program objectives. Well-developed capacity to consult, collaborate and negotiate effectively with people from diverse cultures and a wide range of stakeholders

Desirable:

1. Previous experience working in Timor-Leste or a similar setting.

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:

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: 26/03/2024