

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:	Position Title:	PROGRAM MANAGER - TELETHON KIDS RESPIRATORY RESEARCH CENTRE		
Division:	Chronic and Severe Diseases	Department:	P4 Respiratory Health for Kids	
Position reports to: (role)	Director, Telethon Kids Respiratory Research Centre			
Location: <i>include all possible locations</i>	100 Roberts Road Subiaco and Perth Children's Hospital, 15 Hospital Avenue, Nedlands			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
<p>The diverse activities of the newly established Telethon Kids Respiratory Research Centre will be coordinated by the Program Manager who will be responsible, with the Centre Director, to ensure that the Centre:</p> <ul style="list-style-type: none"> Leads childhood respiratory research in Australia; Discovers novel therapies for asthma and cystic fibrosis; Collaborates with new local, national and international partners to maximise the impact of our research; and, Measurably improves the respiratory health of Aboriginal children. 				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

Stakeholder engagement	30	<ul style="list-style-type: none"> Engage with and manage relationships between internal and external stakeholders including consumers 	<ul style="list-style-type: none"> High level engagement of stakeholders 	<ul style="list-style-type: none"> Intermittent surveys of stakeholders Attendance at Centre events
Strategic development	10	<ul style="list-style-type: none"> Develop and contribute to the strategic directions of the Centre 	<ul style="list-style-type: none"> Strategic plan 	<ul style="list-style-type: none"> Lead time to publication of Strategic Plan
Consultation	5	<ul style="list-style-type: none"> Provide high level consultation for key strategic decision making 	<ul style="list-style-type: none"> Participation in all discussions regarding direction and operations of the Centre 	<ul style="list-style-type: none"> Meeting contributions
Coordination	20	<ul style="list-style-type: none"> Coordinate activities of the Centre 	<ul style="list-style-type: none"> Well-coordinated high visibility program 	<ul style="list-style-type: none"> Profile on Telescope Number of events/activities Event attendances Stakeholder engagement
Brand development and donor stewardship	10	<ul style="list-style-type: none"> Work with the communications and development teams to develop a “Brand” and maximise funding opportunities 	<ul style="list-style-type: none"> High profile that attracts philanthropy 	<ul style="list-style-type: none"> Income from philanthropy Number of meetings with potential donors Donor stewardship plans

<p>Enabling collaborative research activities</p>	<p>10</p>	<ul style="list-style-type: none"> • Support diverse research teams in order to maximise efficiency and collaboration 	<ul style="list-style-type: none"> • Increased activity by collaborative groups 	<ul style="list-style-type: none"> • Number of new intra- and extramural collaborations • Number of publications that demonstrate use Centre affiliation • Number of publications that demonstrate new collaborative gain
<p>Horizon scanning</p>	<p>5</p>	<ul style="list-style-type: none"> • Identify opportunities for research development and competitive funding 	<ul style="list-style-type: none"> • Diversification of funding and implementation of new platforms 	<ul style="list-style-type: none"> • Number of new research platforms • Number of new research schemes applied to
<p>Network development</p>	<p>10</p>	<ul style="list-style-type: none"> • Facilitate the establishment of successful research networks through effective communication, support and encouragement 	<ul style="list-style-type: none"> • New research activity 	<ul style="list-style-type: none"> • Number of new research projects

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

Bachelor's Degree in Science

Skills, Knowledge & Experience:

- Excellent communication, scientific writing and presentation skills
- Facility with online collaboration tools
- Scientific literacy
- Organizational ability
- Experience managing small teams
- Experience writing reports
- Good understanding of Ethics and Governance of research projects

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

- PhD

Skills, Knowledge & Experience:

- Grant writing
- Scientific reporting
- Media experience

SCOPE:

Financial accountability: Does this role have accountability for a budget? Yes

- Donor accountability and stewardship

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports

No. of indirect reports 5

Respiratory team co-ordinators

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

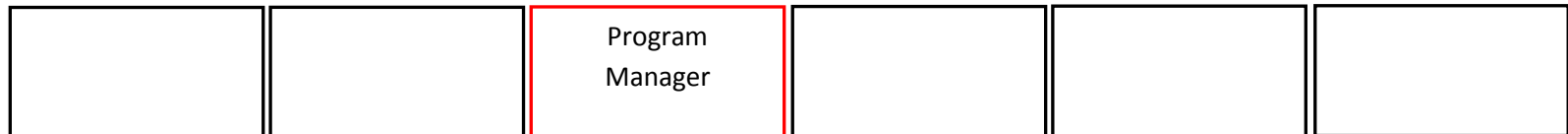
Next level of supervision

Director,
Telethon Kids
Institute

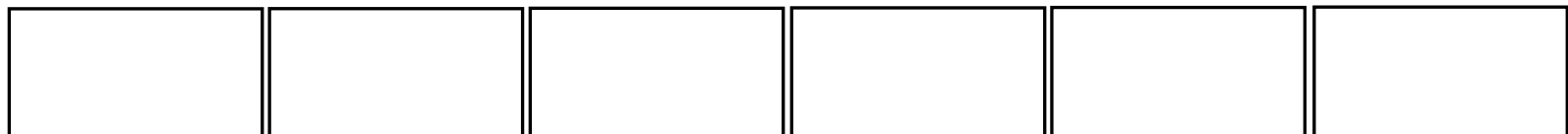
Immediate level of supervision

Director,
Respiratory
Research Centre

Other roles reporting to immediate supervisor



Direct reports (role x no.)



ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

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