

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:	RESEARCH PROJECT MANAGER - ARF (ACUTE RHEUMATIC FEVER)		
Division:	Wesfarmers Centre of Vaccines and Infectious Diseases	Department:	Group A Streptococcal (GAS) Diseases team	
Position reports to: (role)	Director, Telethon Kids Institute			
Location: <i>include all possible locations</i>	100 Roberts Road, Subiaco			
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>This position will be responsible for managing the NHMRC funded project, Towards a Diagnostic Test for Rheumatic Fever, and related studies, and overseeing the day to day running of the projects. The Project Manager will co-ordinate research activities, manage research governance processes, oversee protocol development, ethics and reporting requirements (including the activities of other staff in these domains), and ensure compliance with requirements of funding bodies. Recruitment for the project will be conducted at two study sites, Darwin and Alice Springs, with analysis of samples occurring at multiple sites nationally and internationally. The Project Manager will be based at Telethon Kids Institute in Perth.</p>				
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

<p>Research / project management</p>	<p>50%</p>	<ul style="list-style-type: none"> • Develop study work plans outlining timeframes and deadlines, and develop an overall project plan which incorporates activities across multiple project sites • Identify and manage changes to the project scope, and ensure that project outputs are being delivered on time according to the project plan and contract requirements • Maintain oversight of research risks, mitigation strategies and emerging issues • In collaboration with study investigators, ensure that project staff based in Darwin and Alice Springs are well managed • Review project financials on a regular basis, ensuring the CI and GAS program manager are advised of potential underspend/overruns in a timely manner • Support GAS program manager with development of annual budgets, as required • Ensure compliance with funding bodies' policies and procedures • Provide support for the administration of the grant, including organising meetings, attending events and coordinating activities across the project sites • Ensure that linked studies recruiting samples from ARF patients in study sites / other sites are well coordinated, and contribute to management of those projects as required. 	<ul style="list-style-type: none"> • Ensures project is completed on time and within budget • Regular financial reporting, including reporting to funding bodies • Ensures all relevant agreements and contracts are in place 	<ul style="list-style-type: none"> • Feedback from project investigators • Feedback from line manager and team • Production of deliverables according to agreed schedule • Regular performance review • Feedback from funding agencies and Finance team
<p>Ethics and research governance</p>	<p>20%</p>	<ul style="list-style-type: none"> • Oversee the writing of ethics applications and protocol development • Ensure the research is conducted in accordance with all relevant authorities and institutional policies • Ensure all project documentation is captured accurately and in a timely manner • Ensure the project (including study sites) are up to date with all governance and reporting requirements 	<ul style="list-style-type: none"> • Establishes ethics and governance procedures • Reporting to ethics committees and governance bodies 	<ul style="list-style-type: none"> • Feedback from collaborators, line manager and team • Feedback from relevant authorities

Leadership/Team Membership	20%	<ul style="list-style-type: none"> • Provide clear communication and ensure all members of the project team are regularly updated • Provide some written material about the progress of the grant which can be used for social media and other communications • Actively practice, implement and promote all required safety, ethical and 'good practice' procedures • Form and foster relationships with collaborators and chief investigators • Ensure documentation of, and action on decisions taken at meetings 	<ul style="list-style-type: none"> • Cohesive project team • Agreed timelines and work schedules maintained 	<ul style="list-style-type: none"> • Positive feedback from research team, chief investigators and collaborators • Acknowledged as working collaboratively and effectively
Other Duties	10%	<ul style="list-style-type: none"> • Travel to project sites required (multiple times per year, as needed) • Other reasonable tasks as requested 		Feedback from Director and GAS Program Manager

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

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

- Tertiary qualification in health or medical science, or related field

Skills, Knowledge & Experience:

- Demonstrated capacity to manage complex research projects, working across multiple teams and sites to meet project timelines
- Ability to work independently, communicate effectively and work within a team, sometimes with limited direction
- Ability to use initiative and take leadership
- Excellent verbal and written communication skills, including demonstrated interpersonal skills and a proactive attitude to relationship building with relevant stakeholders
- Proven organisational and time management abilities
- Previous experience in leading teams / managing staff in a research or academic context
- Ability to travel to study sites in NT as required

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

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

- Postgraduate qualifications in a relevant field or equivalent professional experience

Skills, Knowledge & Experience:

- Have an understanding of, and respect for, Aboriginal culture and experience with Aboriginal communities
- Experience in infectious diseases, Aboriginal health, health promotion or public health
- Ability to manage flexibly, their own and team's priorities, in response to shifting opportunities and external drivers
- Experience of high-level program and/or project management, including reporting and fiscal responsibility
- Experience working with Aboriginal and Torres Strait Islander people

SCOPE:

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

Yes

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

No. of direct reports

1

No. of indirect reports

6-8

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

Next level of supervision

Director,
Telethon Kids Institute

Other roles reporting to immediate supervisor

END RHD Head of Strategy	Program Manager, Group A Streptococcal Diseases	Research Project Manager, ARF	Clinical Research Fellow	Deputy Director, RhEACH	Clinical Research Officers
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Direct reports (role x no.)

		Project Officer - Darwin Site			
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ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

Acute rheumatic fever (ARF) and rheumatic heart disease (RHD) are a major problem for Australian Indigenous people. Accurate diagnosis of ARF allows for early preventive therapy with long acting penicillin, which can prevent RHD from developing or worsening. The aim of this study is to recruit a cohort of children and young people with ARF and apply the latest technologies to their blood samples, with the aim of developing a diagnostic test and open leads for potential new treatments.

The GAS team are a multidisciplinary team of researchers working to reduce the burden of GAS diseases, with a particular focus on RHD. ARF and RHD are most common in developing countries and in vulnerable populations in high income countries. Our research is focused on reducing the burden of ARF/RHD through basic science, implementation science and policy advocacy. Our core team are physically located at the Telethon Kids Institute in Perth, with a number of remote staff and large number of national and international research collaborators. This position provides an opportunity to be part of an exciting research agenda and a growing team of dedicated professionals.

Additional notes

- This is a full-time fixed term position for 2 years initially, with an opportunity for extension
- Part time employees of 0.8 FTE or greater will be considered
- Travel to project sites will be required
- Some after hours work may be required