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| **Position Title** | Program Development Coordinator | **Level** | B |
| **Reports to (role)** | Ashleigh Lin, Program Head, Mental Health | | |
| **Team** | Embrace | | |
| **Location** | Telethon Kids institute, 15 Hospital Avenue, Nedlands | | |

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| **PURPOSE OF POSITION**  *Provide a brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish.* |
| To be the engine room that drives the formation of an exciting new research collaboration in youth mental health. This role will work with research leaders to conceptualise and implement a strategy to ensure stakeholders are identified and included while facilitating meetings to develop a strong collective vision and clear work plan that will form the basis of a compelling funding prospectus. |

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| **KEY RESPONSIBILITIES**  *A maximum of 5 primary responsibilities for the position*  *List in order of importance*  *Workplace Safety is mandatory for all Job Descriptions* |

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| **Key Responsibilities** | **Tasks required to achieve Key Responsibilities** | **Measures** |
| Stakeholder relations | * Stakeholder mapping to identify key players in the area * Engagement strategy to involve external and internal stakeholders in the project development | * Development of clear vision and outcomes * Stakeholder engagement |
| Communications | * Develop strong internal and external communication channels to engage with project stakeholders * Develop communications strategy and materials to promote the project and attract funding | * Positive engagement of key stakeholders * High quality prospectus, web copy and other materials as determined by the communications strategy |
| Project management | * Create project development milestones, timeline and implementation schedule * Arrange and facilitate workshops and meetings * Report on progress against implementation schedule | * Effective meetings with high levels of engagement * Clear workplan that meets milestones |
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| **Workplace**  **Safety** | * Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. * Identify and assess workplace hazards and apply hazard controls. * Report every workplace injury, illness or near miss, no matter how insignificant they seem. * Abide by Telethon Kids Institute policies and procedures. | * Responsibilities are embedded in work practices. * Hazards are effectively   managed or reported.   * Accidents and incidents are reported in a timely manner. * All applicable safety policies and procedures are sought, understood and implemented. |

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| **ESSENTIAL CRITERIA** |

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| **Qualifications:**  *(what are the minimum educational, technical or*  *professional qualifications required to perform the role)* | * Relevant tertiary qualification in communications, marketing, project management or allied health |
| **Essential Skills, Knowledge & Experience:** | * Experience working in a research environment * Demonstrated interest in mental health issues * Outstanding stakeholder relationship skills * High level project management skills * Excellent written and verbal communications skills, with experience in developing compelling narratives * High attention to detail * Ability to work under pressure and meet deadlines |

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| **DIRECT REPORTS**  *List by job title any positions to be supervised by this role* | None |

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| **Approved by:** | *Tim McInnis* |  |
| **Date approved:** | *13/3/19* |  |
| **Reviewed by P&C:** | *13/3/19* |  |

