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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
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| 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
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| 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
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| **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*  |  |

