

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input checked="" type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described	
POSITION DETAILS:	Position Title:	PROGRAM MANAGER INFECTIOUS DISEASES IMPLEMENTATION RESEARCH	
Division:	Infection & Vaccines	Department:	Infectious Diseases Implementation Research Team
Position reports to: (role)	Team Leader, Infectious Diseases Implementation Research Team		
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**

To provide management support to the Infectious Diseases Implementation Research Team. The position also provides oversight and coordination to a broad range of clinical trial, applied epidemiology, and translational research projects in the field of vaccines and infectious diseases. Areas of focus include financial management; establishment and implementation of policies and procedures; research grant administration; staff management, and program efficiency and sustainability. This position would suit somebody with project management, administrative, business, and excellent organisation skills, including a demonstrated capacity to collaborate with large teams working on diverse projects and respond to a dynamic work flow.

KEY RESPONSIBILITY AREAS *(Please list in order of importance)*

<p>Key Position Accountabilities What are the main areas for which the position is accountable</p>	<p>% of Total Role</p>	<p>Inputs: What are the key activities or tasks to be carried out?</p>	<p>Outputs: What are the expected end results?</p>	<p>Measures: How it is measured</p>
<p>Research/project specific coordination</p>	<p>30</p>	<p>Coordinate the development of projects within the team, including:</p> <ul style="list-style-type: none"> • Identify opportunities for research funding, coordinating grant applications and managing successful grants • Oversee legal agreements and contracts • Oversee budget forecasting and spending • Help establish and oversee ethics and governance processes • Ensure project timelines and deliverables are completed on schedule • Coordinate and liaise with honours and post-graduate students to ensure student learning, output and wellbeing is optimised and that where possible students are supported in obtaining fellowships and internships 	<ul style="list-style-type: none"> • Contributes to successful grant applications • Implementation of ethics and governance processes • Helps ensure projects are completed on time and within budget • Ensures all relevant agreements and contracts are in place in a timely fashion • Ensures team outputs are presented at least one international conference per year as well as national and local conferences/meetings 	<ul style="list-style-type: none"> • Feedback on grant quality, diversity in competitive and philanthropic funding, adequacy of study budgeting • Feedback from funding agencies, collaborators, governance officers, and finance team • Successful implementation of ethics and governance processes • Sound financial management • Successful implementation of legal agreements and contracts • Successful completion and of projects on time and within budget • Feedback on quality, completeness and timeliness of manuscript submissions, dealing with editor enquiries, and synthesis of responses
<p>Team and program co-ordination</p>	<p>20</p>	<ul style="list-style-type: none"> • Assist with the recruitment and coordination of staff • Co-ordinate team meetings and help ensure efficient team working and allocation of tasks • Oversee procurement of equipment, software and consultancy services • Help ensure efficient allocation of team resources • Maintain, develop and implement team policies and procedures as required 	<ul style="list-style-type: none"> • Effective coordination and mentorship of research team • Successful implementation of policies and procedures • Ensure usage of team resources are optimised • Monitoring and reporting on procurement • Regular reporting to Team Leader 	<ul style="list-style-type: none"> • Feedback from Team Leader • Feedback from team members • Successful implementation and maintenance of policies and procedures • Regular reports to Team Leader

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<p>Key Position Accountabilities What are the main areas for which the position is accountable</p>	<p>% of Total Role</p>	<p>Inputs: What are the key activities or tasks to be carried out?</p>	<p>Outputs: What are the expected end results?</p>	<p>Measures: How it is measured</p>
<p>Communication and relationship building</p>	<p>20</p>	<ul style="list-style-type: none"> Form and foster relationships with collaborating researchers, the community, health and policy bodies Facilitate communication between partners Represent team at internal and external seminars and events Represent team on internal committees and at workshops 	<ul style="list-style-type: none"> Demonstrated working relationships Organises and co-ordinates meetings with collaborators Attendance at events and seminars Participation on committees and workshops 	<ul style="list-style-type: none"> Successful engagement with collaborators and potential partners Number of internal and external events and seminars attended Number of committees and workshops participate in
<p>Leadership</p>	<p>10</p>	<ul style="list-style-type: none"> Liaise with researchers to ensure output and wellbeing is optimised and that where possible researchers are supported in achieving outcomes Identify opportunities to ensure that research outputs are optimally translated into clinical care through community and research participant engagement, conference attendance and advocacy Assist with ongoing strategic analysis of the team's research direction and outcomes 	<ul style="list-style-type: none"> Monitoring research outputs to ensure that team objectives are being met Review of strategic direction of team Opportunities for presentation of research to facilitate translation of outputs into clinical care 	<ul style="list-style-type: none"> Feedback from Team Leader, team members, collaborators and other internal stakeholders Number of enquiries and feedback from researchers, students and collaborators on adequacy of dealing with enquiries and providing assistance Number and types of opportunities for researchers to present outputs
<p>Collaboration and Engagement</p>	<p>10</p>	<ul style="list-style-type: none"> Provide opportunities for researchers to engage with others and present their research 	<ul style="list-style-type: none"> Liaison with other organisers of meetings, seminars and workshops to create researchers with opportunities to present 	<ul style="list-style-type: none"> Number of opportunities for researchers to participate in events
<p>Other duties</p>	<p>10</p>	<p>Other duties as required</p>		<ul style="list-style-type: none"> Feedback from Team Leader

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

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

Bachelor's degree in a relevant field

Skills, Knowledge & Experience:

- Relevant experience in an administrative and business capacity
- Effective business administration and people management skills
- Ability to use initiative and take leadership
- Excellent verbal and written communication skills, including demonstrated interpersonal skills
- Demonstrated capacity to provide expertise and liaise with large teams across multiple simultaneous projects
- Proven organisational and time management abilities

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

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

Skills, Knowledge & Experience:

- Experience in a research environment
- GCP or clinical trials accreditation/qualification
- Experience in infectious diseases/vaccinology

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)?

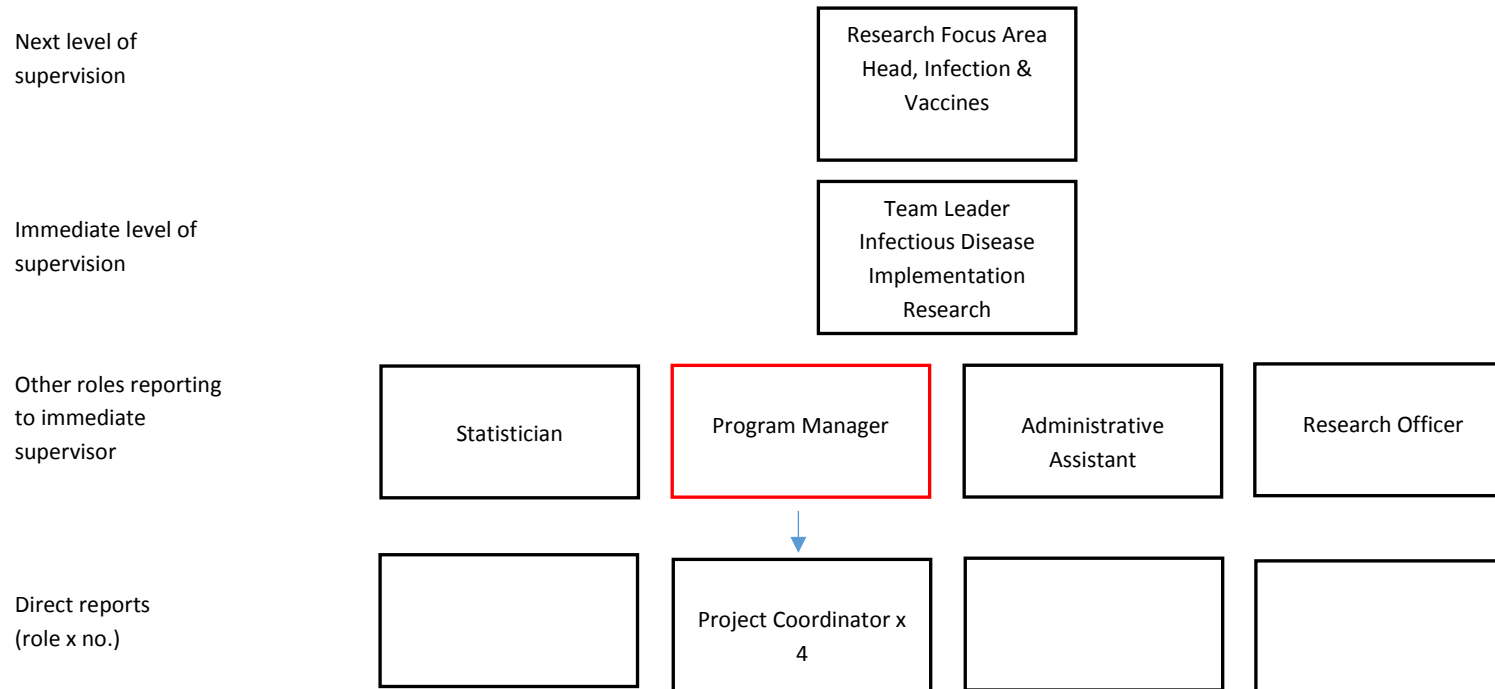
No. of direct reports

4

No. of indirect reports

3

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



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