

# JOB DESCRIPTION



<b>Position Title</b>	Program Manager – Preterm Infant Research	<b>Level</b>	C
<b>Reports to (role)</b>	NHMRC Preterm CRE Director(s) and TKI neonatal program director TKI		
<b>Team</b>	Neonatal Cardiorespiratory Health; Gut Health, Nutrition & Development; Infection and Immunity		
<b>Location</b>	Telethon Kids Institute, 15 Hospital Ave, Nedlands, KEMH, 374 Bagot Rd, Subiaco,		

## PURPOSE OF POSITION

To provide managerial oversight and coordination to a broad range of research, focusing on major projects associated with improving outcomes of preterm infants. The Program Manager will work closely with researchers to coordinate grant applications, develop timelines, assist with budgeting, prepare and oversee contracting and recruitment, regulatory compliance and stakeholder relationship management.

## KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
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Project management	<p>We anticipate that successful candidates will assist the Chief investigators to coordinate the development of new neonatal projects at TKI, including:</p> <ul style="list-style-type: none"> <li>• Working closely with researchers, manage and coordinate the performance of allocated project activities to ensure timely delivery of key outputs according to contract requirements. In some instances, this will be through oversight of other project managers, but it will also require active management of some projects.</li> <li>• Help establish and oversee ethics and governance processes for preterm infant research projects</li> <li>• Identify opportunities for research funding, coordinate grant applications and manage successful grants</li> <li>• Maintain oversight of research risks, mitigation strategies and emergent issues</li> <li>• Responsible for ensuring regulatory compliance and risk management</li> <li>• Assist as required with development of policies, procedures and governance structures to guide neonatal program research at TKI</li> </ul>	<ul style="list-style-type: none"> <li>• Contributes to successful grant applications (success rate, category of grants, income generated)</li> <li>• Feedback from funding agencies and Finance team</li> <li>• Feedback from line manager and team</li> <li>• Production of deliverables according to agreed schedule</li> <li>• Regular performance</li> </ul>
Team and programme co-ordination	<ul style="list-style-type: none"> <li>• Oversee and/or assist with legal agreements and contracts for preterm infant research in the Neonatal Health and Development Program</li> <li>• Assist with the recruitment, retention and coordination of staff working on the Neonatal Health and Development Program at TKI</li> <li>• Assists researchers with strategic directions and framing of preterm infant research in the Neonatal Health and Development Program</li> <li>• Oversee budget forecasting and spending for preterm infant research in the Neonatal Health and Development Program</li> <li>• Contributes to the expansion of the research field and methodologies</li> <li>• Co-ordinate team meetings at TKI and help ensure efficient team working and allocation of tasks</li> <li>• Oversee procurement of major equipment, software and consultancy services</li> </ul>	Feedback from team members

<p>Communication and relationship building</p>	<ul style="list-style-type: none"> <li>• Form and foster relationships with collaborating researchers, the community, health and policy bodies, philanthropic donors, and grant making bodies</li> <li>• Ensure the research staff and student members at all levels are suitably supported, developed and guided in their career management</li> <li>• Work collaboratively to promote and build the reputation of the Neonatal Health and Development Program with the wider community, stakeholders and researchers</li> <li>• Preparation of the Neonatal Health and Development Program’s contribution to the Telethon Kids Institute Annual Report</li> <li>• Compile and maintain research outputs database of Neonatal Health and Development Program’s activities including publications, presentations and resources.</li> <li>• Work with the Telethon Kids’ Communications team and the Neonatal Health and Development Program teams to ensure high quality and effective communications materials and strategies to raise the profile of the Neonatal Health and Development Program</li> <li>• Maintenance of the Neonatal Health and Development Program’s content on the TKI website</li> <li>• Writing and coordination of information for the Neonatal Health and Development Program’s Newsletter to inform stakeholders of current research, reports and publications, upcoming events, program reports and publications</li> <li>• Social media strategy further developed – use of Facebook/Twitter to communicate Neonatal Health and Development Program’s work.</li> </ul>	<ul style="list-style-type: none"> <li>• Acknowledgement of group by government and stakeholders</li> <li>• 3 newsletters published in the year</li> <li>• Website – number of people accessing, information current and accurate</li> <li>• Facebook/twitter account maintained and increase the number of followers.</li> </ul>
<p>Financial</p>	<ul style="list-style-type: none"> <li>• Prepare budgets, monitor expenditure and provide budgetary estimates and reports for major projects</li> <li>• Arrange for contracting of research, intellectual property or other fee-for-service projects as required</li> </ul>	<p>Accurate and timely budgets reports</p>

<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Monitor the allocation and direct the resources within the team to ensure the achievement of deliverables articulated within applicable Work Plans and identified projects, whilst maintaining a high level of service for business as usual activities.</li> <li>• Maintain effective communication with direct reports to ensure advice provided and decisions made are well informed.</li> <li>• Hold direct reports accountable to their responsibilities and results.</li> <li>• Be a role model for effective and positive leadership, which is ethical, results driven and future-oriented.</li> <li>• Foster a culture of transparent, effective, timely and appropriate internal and external communication.</li> <li>• Effectively manage change management processes, encouraging innovation, diversity and continuous improvement.</li> <li>• Support the professional development of staff through coaching, mentoring, training and collaboration opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff understand and embrace organisational culture, directions, goals and client service ethos.</li> <li>• Staff are aware of their responsibilities and expectations in their roles.</li> <li>• Staff feel supported and engaged.</li> </ul>
<b>Workplace Safety</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Identify and assess workplace hazards and apply hazard controls.</li> <li>• Report every workplace injury, illness or near miss, no matter how insignificant they seem.</li> <li>• Abide by Telethon Kids Institute policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsibilities are embedded in work practices.</li> <li>• Hazards are effectively managed or reported.</li> <li>• Accidents and incidents are reported in a timely manner.</li> <li>• All applicable safety policies and procedures are sought, understood and implemented.</li> </ul>

## ESSENTIAL CRITERIA

<b>Qualifications:</b> <i>(what are the minimum educational, technical or professional qualifications required to perform the role)</i>	Relevant graduate degree or equivalent knowledge and skills developed through professional experience
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- **Essential Skills, Knowledge & Experience:**

- Relevant experience in an administrative, project management, business capacity and/or clinical research role
- Demonstrated capacity to provide expertise and liaise with large teams and across multiple simultaneous projects and locations
- Excellent verbal and written communication skills, including demonstrated interpersonal skills
- Proven project and time management abilities
- Proven capacity to budget and manage multiple grant sources
- Ability to use initiative and take leadership
- Effective business administration and people management skills

**DIRECT REPORTS**

*List by job title any positions to be supervised by this role*

Research team (approx. 3)

<b>Approved by:</b>	Jane Pillow
<b>Date approved:</b>	30/08/2019
<b>Reviewed by P&amp;C:</b>	30/08/2019