

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:	Position Title:	PROJECT MANAGER PILBARA FASD PREVENTION		
RFA:	Aboriginal Health and Brain & Behaviour	Research Group:	AAP&FASD Research Team	
Position reports to: (role)	Program Manager Pilbara and Kimberley FASD Research			
Location: <i>include all possible locations</i>	Telethon Kids Institute Perth, with regular travel to the Pilbara			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
The Project Manager's role is to work with Aboriginal organisations, researchers and health promotion officers to develop, implement and evaluate strategies for Fetal Alcohol Spectrum Disorder (FASD) prevention in Aboriginal communities in the Pilbara. The Project Manager will be responsible for the prevention team's conduct of applied research, preparation of grant and ethics applications, publications and reports, and production of program materials.				
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

Research: FASD Prevention	70%	<ul style="list-style-type: none"> • Contribute to the conception and design of FASD prevention strategies and apply new ideas after appropriate consultation • Contribute to the preparation of grant and ethics applications • Manage development of FASD prevention strategies, materials, evaluation frameworks and databases • Oversee data management to ensure data integrity and quality assurance tasks are robustly applied • Oversee data analysis and reports on effectiveness of FASD prevention strategies • Coordinate Chief Investigator meetings 	<ul style="list-style-type: none"> • Evidence based and community informed FASD prevention strategies • Successful grant and ethics applications • Data managed in compliance with Telethon Kids Institute and custodian policies and relevant legislation • Data analysed and results produced for reports • Potential risks identified and appropriately mitigated and managed 	<ul style="list-style-type: none"> • Timely delivery of prevention strategy outputs • 100% compliance with data security policies and procedures
Consultation and relationship building	20%	<ul style="list-style-type: none"> • Work collaboratively with Aboriginal communities in the Pilbara to develop community informed and culturally secure FASD prevention strategies • Build networks with stakeholders, other researchers, policy makers and the community in relation to FASD Prevention Research in Aboriginal communities in the Pilbara • Work collaboratively to promote and build the reputation of the AAP&FASD research group with the wider community and researchers 	<ul style="list-style-type: none"> • Active and positive collaborations and engagement with communities, local organisations and the Pilbara FASD Network • Local organisations and service providers are aware of and support the FASD prevention research being conducted in the Pilbara 	<ul style="list-style-type: none"> • People can recall the prevention message 'no alcohol in pregnancy' is the safest choice' • Reduction in rates of pregnant women drinking alcohol
Knowledge translation	10%	<ul style="list-style-type: none"> • Work with the project team in the preparation of research papers for publication • Work with the project team on presentations for conferences and workshops, production of reports, articles and other documents such as lay summaries • Support translating the FASD Prevention research findings into practice and policy • Promote and disseminate the work of the Pilbara FASD 	<ul style="list-style-type: none"> • FASD Prevention messages become an integral part of health promotion in the Pilbara over the course of the project and when the project concludes 	<ul style="list-style-type: none"> • Minimum of 3 papers on the development and implementation of FASD prevention strategies in the Pilbara published in peer reviewed journals • Presentations at minimum of 3 conference

		Prevention Research outside of the immediate work group including the scientific community and wider community <ul style="list-style-type: none"> • Attend AAP&FASD Research Group meetings and all relevant Telethon Kids Institute seminars • Provide advice to relevant internal and external committees and working groups 		and seminars
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ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	<ul style="list-style-type: none"> • Post graduate qualifications (MPH or similar) in health promotion, population health or related discipline or equivalent expertise or experience
Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Demonstrated experience in the field of health promotion strategies or public health • Demonstrated ability in managing complex teams working across multiple projects and sites to meet project timelines • Have an understanding of and respect for Aboriginal culture and experience with Aboriginal communities • Well-developed interpersonal skills, specifically a proactive attitude to relationship building and experience in working with communities and multiple stakeholders, community consultation and a commitment to community development • Experience in preparing reports and project documentation for a range of audiences • Able to set priorities, take initiative, work independently within the framework of a research group, and be accountable in a positive manner • Excellent verbal and written communication skills to a wide range of audiences • Able to travel to Aboriginal communities in the Pilbara for up to 2 weeks at a time, multiple times a year • Current driver's license

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Desirable Qualifications:	<ul style="list-style-type: none"> • PhD
Desirable Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Experience in community-based participatory action research • Experience in Aboriginal health, health promotion or public health • Understanding of Fetal Alcohol spectrum Disorder

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)? 3 Research Officers and up to 8 community researchers (may be direct or indirect reports)

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

