# JOB DESCRIPTION
# TELETHON KIDS INSTITUTE

| Why is this Job Description being written? | ☒ New Position ☐ Replacement Position ☐ Position re-designed ☐ Position not previously described |
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| POSITION DETAILS: | Position Title: | **PROJECT MANAGER – STRATEGIC RESEARCH INITIATIVES "BIG IDEAS" PROGRAM** |
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| **Division:** | Research Services and Innovation | **Department:** | Research Development |
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| **Position reports to:** (role) | Manager Research Development |
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| **Location:** *include all possible locations* | 100 Roberts Road Subiaco |
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## 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 will assist and support the Research Focus Areas (RFA) Heads to implement "Big Picture" projects.

This role will be responsible for coordinating and assisting with the design, writing and implementation of development plans for large collaborative multidisciplinary proposals. This position provides a liaison with key stakeholders within the Institute and works closely with Research Development, Deputy Director, Heads of the Research Focus Areas and the broader community in providing advice, support and leadership.

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

| *Key Position Accountabilities*<br><br>What are the main areas for which the position is accountable | *% of Total Role* | *Inputs:*<br><br>What are the key activities or tasks to be carried out? | *Outputs:*<br><br>What are the expected end results? | *Measures:*<br><br>How it is measured |
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| Leadership and Strategic Support | 80% | <ul><li>Project manage the coordination, development and implementation plan of "Big Picture" proposals working with the Research Focus Area Heads</li><li>Support Research Focus Area Heads with priority setting and timelines for development of the "Big Picture" proposals</li><li>As applicable, work with the Research Focus Area Heads and Research Development team on major targeted collaborative grant schemes resulting from the "Big Picture" proposals.</li><li>Operationalise decisions from Research Focus Area Heads in the development of the "Big Picture" proposals</li><li>Apply strategic planning, analysis and an understanding to key strategic research projects and issues, and coordinate and lead where required.</li></ul> | <ul><li>Project Implementation and Management Plan completed</li><li>Coordinate, Process and Implement at least 3 "Big Picture" proposals working with the Research Focus Area Heads and Research Focus Area committees to be delivered by November 2016</li><li>Efficient and effective meetings</li><li>Effective collaborative engagement between research staff, Research Focus Area Heads</li><li>Contribution to workshops</li><li>Implementation of projects and initiatives.</li></ul> | <ul><li>Feedback from Deputy Director, Research Focus Area Heads and researchers on satisfaction with decision making processes and achievements</li><li>Integration of researchers and teams through the process.</li><li>All guidelines / processes approved and operational</li><li>Outputs meet stakeholder needs</li><li>Number of meetings/ workshops held with researchers, # participants attended, feedback from participants</li><li>Feedback on "Big Picture proposals implemented from researchers and ability to incorporate into plans for competitive grant funding, philanthropic funding and other research funding</li><li>All guidelines / processes approved and operational as per Institute processes and policies</li></ul> |

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| **Reporting** | 10% | – Research and summarise information for briefings, and provide appropriate, timely, independent, high quality advice and support<br><br>– Develop and maintain an understanding of current and future research directions (internal and external) to stakeholders<br><br>– Provide high level support through the preparation of reports for presentation to Deputy Director, Research Focus Area Heads, briefing papers, analyses and other correspondence | – Collection and analysis of data as required<br><br>– Report writing as required<br><br>– Researchers, stakeholders and community informed and engaged | – Feedback from Manager RD and Deputy Director on outputs as required<br><br>– Acceptance of reports |
| **Communication** | 10% | – Provide clear communication and ensure all members of the Big Picture Program are kept engaged and informed of developments and specific level of information | – Researchers, stakeholders and community informed and engaged<br><br>– Efficient and effective support to Research Focus Area Heads and their steering committees<br><br>– Delivery of expected outputs as required to inform high quality grant submissions | – Feedback from Research Focus Area Heads, researchers, stakeholders and community<br>– Feedback from Manager , Research Development on the quality of information researched and prepared<br>– Provision of relevant and timely information<br>– Feedback from Research Focus Area Heads |

## ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

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| ***Qualifications:*** what are the minimum educational, technical or professional qualifications required to competently perform role | Appropriate qualification in a relevant discipline or an equivalent combination of relevant experience and education/training. |
| ***Skills, Knowledge & Experience:*** | – Experience in research grant development<br>– Highly developed conceptual, analytical, and problem solving skills<br>– Demonstrated high level project management skills<br>– Experience working with teams<br>– Demonstrated understanding of current research and health policy issues and challenges within the medical and health research sector<br>– Proven ability to provide strategic advice to support senior management<br>– Proven ability to develop and maintain relationships with internal and external stakeholders and successfully build networks<br>– Excellent interpersonal and liaison skills with demonstrated effective verbal and written communication skills including and ability to write, present, persuade and influence diverse audiences and prepare executive reports and briefs<br>– Demonstrated analytical, problem-solving and decision-making skills, effective negotiation and communication skills and the ability to resolve difficult situations |

## DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

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| ***Qualifications:*** what are the minimum educational, technical or professional qualifications required to competently perform role | |
| ***Skills, Knowledge & Experience:*** | – Prior experience in a research or business development environment |

## SCOPE:

***Financial accountability:*** Does this role have accountability for a budget?

- No

***People responsibility:*** Does this role have any direct reports or indirect reports (through direct reports)?

From time to time this position may direct the Project Officer on a project by project basis

| No. of direct reports | None | No. of indirect reports | None |
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Next level of supervision

| Director, Research Services & Innovation |
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Immediate level of supervision

| Business Development Manager | Manager, Research Development | Manager, Grants Development |
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Other roles reporting to immediate supervisor

| Technology Transfer Officer | Senior Grants Development Officer | Project Manager, Big Ideas Research Program | Senior Research Development Manager | Contracts Administrator | Research Development Officer |
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