

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 – THE ORIGINS PROJECT	
RFA: Early Environment	Population Science	Department:	The ORIGINS Project
Position reports to: (role)	The ORIGINS Project Directors		
Location: <i>include all possible locations</i>	100 Roberts Road Subiaco / Joondalup Health Campus		
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why			
<p>The Program Manager will supervise the activity of the management staff and the ORIGINS Working Group, and will be responsible for the daily conduct of the Project, including implementation of directives by the Scientific Committee, Directorate and/or the Executive Group.</p> <p>The Program Manager will provide support, co-ordination and administration for the ORIGINS Project.</p> <p>The Program Manager will co-ordinate research activities, oversee data management, bio-repositories, protocol standardisation, ethics and reporting requirements (including the activities of other staff in these domains), and ensure compliance of sub-studies, specific projects and clinical trials in the Project.</p>			

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

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
Management and Coordination of the ORIGINS Project	40%	<ul style="list-style-type: none"> • Facilitate and prepare documents to formalise key partnerships (internal and external), engage collaborators and establish key communication networks • Implement and manage rigorous governance framework • Ensure high quality technical, education and advocacy, translational research and communication, and engagement activities, reaching the targets set by the governance framework • Assist and facilitate the development of new projects, including funding submissions • Participate in technical activities (research) as required and appropriate • Manage compliance risk • Respond to immediate issues, as required • Continuously review utilisation of resources to maximise potential • Review and manage contracts • Provide reports and feedback to the Directorate • Provide administrative support to the Executive Group as required 	<ul style="list-style-type: none"> • Established DOHaD research embedded into clinical practice at JHC • Risk Management 	<ul style="list-style-type: none"> • Satisfactory achievement as determined by a range of measures to be laid out in the governance framework • Risks mitigated

<p>Oversee the activities of the ORIGINS Project</p>	<p>30%</p>	<ul style="list-style-type: none"> • Coordinate day to day management of research, and problem solving • Ensure the ORIGINS sub-study, interventional research and clinical trial managers are up to date with all governance and reporting requirements • Supervise and support the set-up and ongoing running of sub-studies, interventional research and clinical trials, ensuring compliance with ORIGINS governance requirements • Provide oversight across all the disciplines, including within the laboratories • Direct the activities of the Working Group and sub-committees, as required • Coordinate the activities of the research staff supporting sub-studies, interventional research and clinical trials • Refer requests for new studies to the Research Interest Groups, Scientific Committee and Biobank Governance Committee, as required • Oversee the writing of ethics applications, if necessary, of all sub-studies, interventional research and clinical trials to ensure compliance with ORIGINS governance requirements • Ensure the research is conducted in accordance with all relevant authorities and institutional policies 	<ul style="list-style-type: none"> • Successful coordination and execution of the sub-studies • Production of an annual report • Audit trail of completed and outstanding governance and reporting requirements • Regulatory compliance 	<ul style="list-style-type: none"> • Number of projects achieved with definable outputs • Quality of the sub-studies completed to time and target • Feedback from Stakeholders and community • All governance and reporting requirements met
<p>Financial</p>	<p>10%</p>	<ul style="list-style-type: none"> • Provide fiscal accountability of the allocated budget • Work closely with Financial Services at both JHC and TKI to manage expenditure against the budgets at both sites • Liaise closely with Financial Services to prepare annual budgets • Assist the Executive and the Directorate in securing future funding sources to ensure growth and sustainability • Ensure compliance with funding bodies' policies and procedures 	<ul style="list-style-type: none"> • Adherence to budget • Increase in funding source 	<ul style="list-style-type: none"> • Function remains cost neutral

Leadership/Team Membership	10%	<ul style="list-style-type: none"> • Convene and chair regular meetings of the Working Group – weekly or as required • Provide strategic leadership and advice to members of the ORIGINS Project • Supervise and mentor Working Group and subcommittee members, staff and students, as required • Provide clear communication and ensure the Working Group are kept informed of team, department, Institute and industry specific levels of information • Attract ambitious and talented people who are aligned with ORIGINS' values • Actively practise, implement and promote all required safety, ethical and 'good practice' procedures • Comply with Australian Standards of Workplace compliance and accept delegated responsibility 	<ul style="list-style-type: none"> • Conduct performance reviews with all team members under this position's supervision • Assist capacity building and develop career paths for team members • Team engagement 	<ul style="list-style-type: none"> • Feedback from relevant stakeholders on team performance • Increased percentage of team exceeding performance expectations • Percentage of objectives met by team members
Knowledge Management	10%	<ul style="list-style-type: none"> • Implement systems and processes, in line with ORIGINS initiatives, to ensure data and documentation is managed and stored and is available to be able to operate effectively • Manage the SharePoint portal • Assist in knowledge sharing, development and support of new starters/peers/team members • Ensure effective dissemination and transfer of knowledge and results through publications and presentations, brochures, abstracts and posters • Communicate the functions, activities and results of the Project to stakeholders and the community 	<ul style="list-style-type: none"> • Accessible and sustainable data and document management process • Stakeholders and community informed and engaged 	<ul style="list-style-type: none"> • Data and documentation stored and captured in a compliant manner • Feedback from stakeholders and community

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

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

- PhD or equivalent,
- MBA or equivalent

Skills, Knowledge & Experience:

- Demonstrated understanding of health research, clinical trials and Good Clinical Practice
- Experience of high-level program and/or project management, including reporting and fiscal accountability
- Demonstrated ability for high level strategic thinking
- Ability to build support, investment and leadership commitment
- Demonstrated ability to build a community of supporters within a political arena (both internal and external)
- Ability to build community and other stakeholder engagement
- Ability to build a highly functioning engaged team
- Experience in Health informatics

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

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

- Experience with clinical trials
- Post-Doctoral experience in a health and/or management-related discipline

Skills, Knowledge & Experience:

- Ability to manage flexibly, their own and team's priorities, in response to shifting opportunities and external drivers

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

7

No. of indirect reports

+ Clinical staff at JHC

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

Next level of supervision

Executive – Telethon Kids Institute and Joondalup Health Campus

Immediate level of supervision

Research Focus Area Head – Early Environment

Other roles reporting To immediate supervisor

Study Directors (TKI and JHC co-Directors)

Direct reports (role x no.)

Program Manager

Bio -Bank Manager

Community Engagement

Data Manager

Research Training and Education

Compliance, Ethics and Governance

Clinical Liaison

Clinical Trial Manager

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

