

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:		Position Title: PROGRAM MANAGER FASD PREVENTION		
Division:	Brain and Behaviour RFA	Department:	AAP&FASD Research Team	
Position reports to: (role)	Director – Making FASD History			
Location: <i>include all possible locations</i>	Telethon Kids Institute, 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				
<p>The Program Manager will take a leadership role across established research projects in Fetal Alcohol Spectrum Disorder (FASD) Prevention within a broad strategy of work including the BHP-and NHMRC-funded Making FASD History Strategy (Pilbara region 2015-2020); and the National Multi-Site Prevention Program (Alice Springs and Newcastle 2017-2020).</p> <p>The Program Manager will coordinate and manage the activities of the Making FASD History Prevention Research Program through operationalising the decisions of the Steering Committees in order to achieve the objectives of the program. This position be responsible for managing budgets and supervising project staff.</p>				
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

<p>Management of Making FASD History Prevention Research Program</p>	<p>65%</p>	<ul style="list-style-type: none"> • Develop and implement a Making FASD History Prevention Research Program Management Plan, including risk and issues identification • Plan and coordinate administrative and financial activities, communication, and stakeholder engagement • Formalise key partnerships and engagement for collaboration • Develop terms of reference and guidelines for Steering committees • Develop guidelines for authorship • Develop guidelines for consumer and community involvement in Making FASD History Prevention Research Program • Develop templates for reports and proposals to be presented to the Steering committees • Obtain and prepare funding and ethics reports • Operationalise decisions from the Steering committees • Assist Investigators and staff in prevention sites • Participate in development of new projects, including funding submissions • Participate in technical activities (research) as required and appropriate 	<ul style="list-style-type: none"> • Regular engagement with the Prevention Steering Committees • Program Management Plan • Governance plan • Guidelines approved and operational • Efficient and effective meetings • Effective collaborative engagement between Prevention Investigators, staff and students 	<ul style="list-style-type: none"> • Feedback from CIs and AIs and other Steering Committee members on satisfaction with decision making processes and achievements • All guidelines approved and operational • Completion of high quality research and translation on time and budget • Outputs meet stakeholder needs • Trainee and staff satisfaction with processes, training programs
<p>Communication</p>	<p>10%</p>	<ul style="list-style-type: none"> • Develop communication strategies for <ul style="list-style-type: none"> ○ Steering committees ○ Project researchers and staff ○ Stakeholders and consumers • Assist with and monitor communications across the Making FASD History Prevention Research Program • Oversee website updates for the Making FASD History Prevention Research Program with assistance from research and administrative staff • Work with the Program Managers from the Alcohol, Pregnancy & FASD Research Program and the FASD Centre of Research Excellence on joint activities and communications 	<ul style="list-style-type: none"> • Researchers, stakeholders and community informed and engaged 	<ul style="list-style-type: none"> • Feedback from researchers, stakeholders and community

Financial	10%	<p>Directly and through delegation</p> <ul style="list-style-type: none"> • Take fiscal accountability of the allocated FASD Prevention budgets • Manage the Making FASD History Prevention Research Program expenditure against the budget • Prepare annual budgets • Comply with funding bodies' policies and procedures 	<ul style="list-style-type: none"> • Adherence to budgets 	<ul style="list-style-type: none"> • Feedback from Making FASD History Program Director • Program delivered within budget
Leadership/Team Membership	10%	<ul style="list-style-type: none"> • Provide clear communication and ensure all members of the Making FASD History FASD Prevention Research Program are kept informed of team, department, Institute and industry specific level of information • Actively practise, implement and promote all required safety, ethical and 'good practice' procedures • Ensure documentation of and action on decisions taken at meetings • Provide strategic leadership and advice across the Making FASD History Research Program • Lead and develop program team members • Ensure Telethon Kids team members are positively engaged with the Institute • Provide support to post graduate students and remotely based staff within the Making FASD History Prevention research team 	<ul style="list-style-type: none"> • Conduct performance reviews with all team members under this position's supervision • Assist capacity building of team and develop career paths for team members • Team engagement • Coordinate post graduate student activities and liaise with remotely based staff 	<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 • Effective engagement with post graduate students and remotely based staff

Knowledge Management	5%	<ul style="list-style-type: none"> • Implement systems and processes, in line with Institute initiatives, to ensure data and documentation is managed and stored and is available to be able to operate the program effectively. • Assist in knowledge sharing, development and support of new starters/peers/team members • Manage and contribute to the team’s preparation of research papers for publication • Prepare and manage team members’ preparation of presentations at conferences and workshops, production of reports, articles and other documents such as lay summaries 	<ul style="list-style-type: none"> • Accessible and sustainable data and document management process • Contributing author to published journal papers • Attendance/presentation at conferences • Production of project reports 	<ul style="list-style-type: none"> • Data and documentation stored and captured in a compliant manner • Feedback from researchers • Number of papers by direct reports published in peer reviewed journals • Number of direct reports’ abstracts accepted • High quality, timely written reports • Number of oral presentations made • Positive feedback on presentations
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ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

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

- Relevant tertiary qualification in a health promotion, population health and/or management-related discipline

Skills, Knowledge & Experience:

- Able to travel to communities in the Pilbara, Newcastle and Alice Springs for up to 1 week at a time, multiple times a year
- Demonstrated experience in the field of health promotion strategies or public health
- Have an understanding of and respect for Aboriginal culture and experience with Aboriginal communities
- Demonstrated understanding of health research and translation
- Experience of high-level program and/or project management, including reporting and fiscal accountability
- Demonstrated ability for high level strategic thinking
- High degree of computer literacy
- Ability to build support and leadership commitment
- Ability to build a highly functioning engaged team
- Ability to build community and other stakeholder engagement
- Ability to manage flexibly, their own and team’s priorities, in response to shifting opportunities and external drivers
- Current driver’s license

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

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

- MBA or Post graduate qualifications in health promotion, population health or related discipline

Skills, Knowledge & Experience:

- Understanding of Fetal Alcohol spectrum Disorder

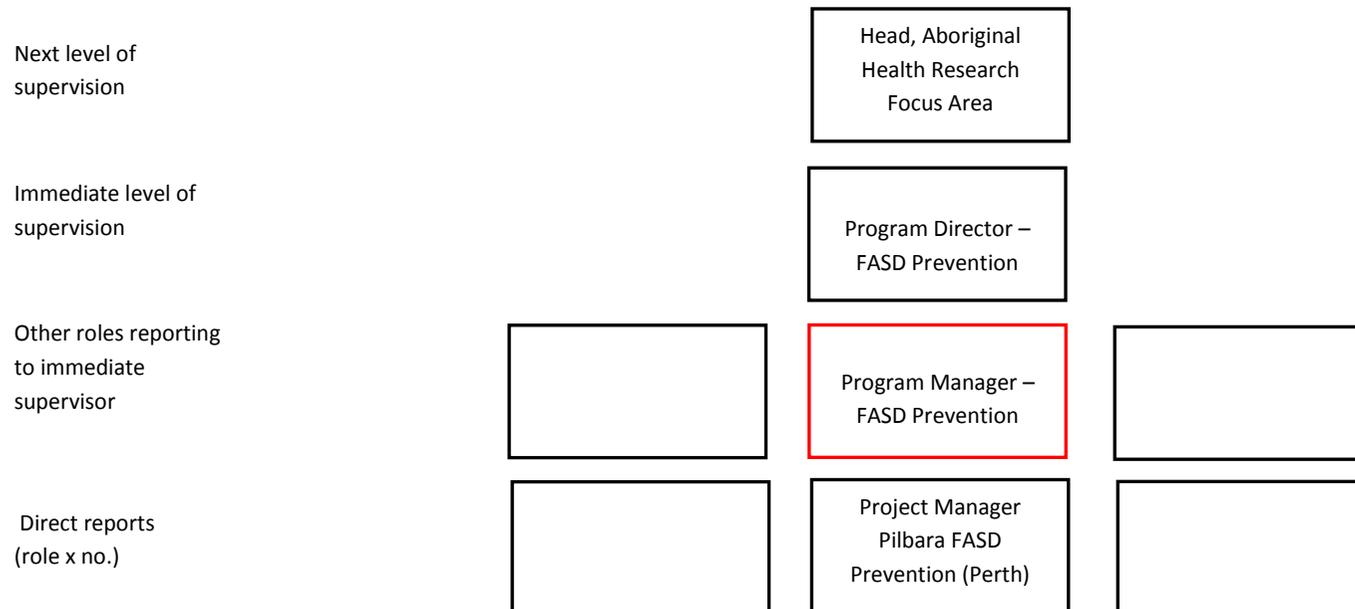
SCOPE:

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)?

No. of direct reports	1 (Perth)	No. of indirect reports	3-7 (1 Perth and 4-6 off-site in the Pilbara, Newcastle and Alice Springs)
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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?

ADDITIONAL NOTES

- **THIS IS A FULL-TIME FIXED TERM POSITION FOR 2.5 YEARS, DEPENDENT ON PERFORMANCE AND CONTINUATION OF FUNDING.**
- **SIX MONTH PROBATION PERIOD.**
- **TRAVEL TO REMOTE SITES WILL BE REQUIRED, INCLUDING TO REMOTE WA COMMUNITIES, ALICE SPRINGS, AND NEWCASTLE.**
- **SOME AFTERHOURS WORK MAY BE REQUIRED.**
- **LINE MANAGEMENT RESPONSIBILITY WILL BE INTRODUCED UPON APPOINTMENT.**