



POSITION DESCRIPTION

POSITION TITLE:	Project Manager
DIVISION:	Mental Health Wellbeing and Chronic Disease
SUPERVISORS:	Julie Brimblecombe
CLASSIFICATION LEVEL:	GSL 8 (Step 1-3)
SALARY RANGE:	\$75,041 - \$80,043
DURATION OF CONTRACT:	Two years
STATUS (FTE):	1 FTE
NO. OF POSITIONS REPORTING DIRECTLY:	2
NO. OF POSITIONS REPORTING INDIRECTLY:	2

SUMMARY OF POSITION:

Under the general supervision of the Chief investigators, this position will be managing the Shop Healthy Options Project at Remote Indigenous Communities (SHOP@RIC) project. This NHMRC funded trial commencing in 2012, aims to contribute to the building international and national evidence regarding the impact of price on purchasing, specifically in remote Indigenous communities. Specifically the effect of a 20% price discount on fruit and vegetables, diet soft-drink and water in 20 remote community stores will be assessed. Half of the stores will further receive a nutrition education strategy.

This position will be responsible for coordinating and managing the day to day logistics of all project activities in accordance with study protocol and advice from the project leader and chief investigator team. This includes developing and implementing effective systems and processes in liaison with the research team and stakeholders to ensure effective operation of the project. Further it involves obtaining ethics clearance, recruitment of the study team and communities, managing personnel, coordinating contracts with collaborators, managing the budget and finances, developing work plans, ensuring data is collected and managed securely and with integrity, meeting reporting requirements, as well as implementation of other activities as stated in study protocol.

PRIMARY RESPONSIBILITIES:

1. Overall management and conduct of the research project, and related aspects such as budget, policy adherence, and annual reporting to funding bodies, human research and ethics committees and stakeholders.

2. Establishing and managing a process of regular communication and engagement of study investigators, project management committee, and key stakeholders in the ongoing development and operation of the project. This includes establishing effective mechanisms for updates and feedback on project activities to stakeholders.
3. Recruiting and managing project staff, including employed community members and organising training and capacity development activities.
4. Ensuring adherence to data collection and data reporting timeframes and overseeing maintenance of effective and quality data management and reporting processes.
5. Travelling to participating communities where required to support project activities and staff.
6. Coordinating and liaising with other nutrition-related projects within Menzies nutrition research program.
7. Contributing to the preparation of research funding submissions to external funding bodies, as appropriate.
8. Other duties as may be reasonably required by the Nutrition team leader and investigator team.

SELECTION CRITERIA:

Essential:

1. Experience in managing projects, preferably in a research context and in association with large projects with multiple stakeholders and study settings.
2. Demonstrated experience in managing day to day logistics and co-ordination of projects from establishment through to implementation and evaluation to achieve project outcomes.
3. Strong leadership skills and the ability to develop and maintain formal and informal networks and relationships, through consultation, collaboration and negotiation.
4. Demonstrated initiative, resourcefulness, integrity and ability to work effectively in a culturally and professionally diverse team.
5. Highly developed interpersonal, oral and written communication skills.
6. Strong computing skills, including the use of Microsoft programs such as Word, Excel, Access and Outlook.
7. Ability and willingness to travel to remote Indigenous communities.
8. Tertiary qualifications in a relevant area (management, business, commerce or related field or equivalent work experience).

Desirable:

1. Knowledge or experience in public health nutrition and/or health promotion.
 2. Experience in working with Indigenous staff and/or communities, especially in the Northern Territory.
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Approval:

Julie Brimblecombe, PhD
Senior Research Fellow



Signature

21/12/2011

Date

A/Prof Tricia Nagel
Division Head
Mental Health, Wellbeing & Chronic Diseases



Signature

22/12/11

Date

GSL 8 (Step 1 - 3)

PACKAGE COMPONENT	Minimum Value GSL 8/1 (\$)	Maximum Value GSL 8/3 (\$)
Gross Salary (position advertised as General Service Level 8, Step 1 - 3)	\$ 75,041.00	\$ 80,043.00
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	\$ 10,505.74	\$ 11,206.02
Salary Packaging Grossed Up (Based on utilising the full \$16,040 salary packaging component plus the \$5000 Meal Entertainment Card.)	\$ 10,400.00	\$ 10,172.26
Leave Loading (Payable on the first occasion that an employee takes annual leave after the completion of a full 12 months accrual)	\$ 1,217.00	\$ 1,217.00
Total Salary Package	\$ 97,163.74	\$ 102,638.28