

## POSITION DESCRIPTION:

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### SECTION A: Position Context

<b>Position Title</b>	Project Manager
<b>Classification</b>	RA5 – RA6 (\$81,386 - \$84,484)
<b>Location</b>	85 Commercial Road Melbourne
<b>Effective Date</b>	December 2020

### Purpose:

The purpose of this position is to assist primary investigators to coordinate the Eliminate Hepatitis C (EC) Australia Partnership, which aims to achieve hepatitis C elimination in Australia by 2030 by using a multidisciplinary, cohesive and appropriately targeted nationwide approach to ensure we maintain high numbers of people on hepatitis C treatment to meet our elimination targets.

The Project Manager will work in a team environment to provide support in project administration, planning, coordination, monitoring and reporting across the EC Australia Partnership. This role will involve coordinating, planning and communicating with a range of stakeholders including through the preparation of high quality reports, briefs and strategy documents.

Specifically, the Project Manager will:

- **Provide operational and administrative support** for the principal investigators, executive and advisory committees, including developing project work plans and reports, stakeholder engagement and organising and coordinating meetings.
- **Provide financial coordination and reporting support** for the EC Australia Coordinator and Executive team. This may include: reviewing financial reports, drafting acquittal reports for reporting and coordinating project-level invoicing, budgeting and planning with input from technical staff as needed.
- **Providing capacity building, networking and stakeholder management support.** This may include: providing secretariat and project management support for EC Australia state and territories leads; establishing and maintain relationships with researchers and service providers; facilitating relationships between researchers, practitioners and policy makers; and planning and coordinating events, activities, workshops, webinars and other presentations across the EC Australia Partnership.
- **Assist in the development of EC Australia knowledge translation publications and resources.** This may include coordinating the editing, design of EC Australia publications and presentations, and project managing, preparing, commissioning, coordinating and /or writing of publications and resources, and preparing policy analysis, literature reviews, grant and ethics applications, research and conference papers
- **Assist in a range of EC Australia information exchange and communication activities.** This may include contribution of content and expertise for the Australia EC website: writing and creating announcements for new publications and resources; supporting the production of Australia EC social media presence.
- **Provide analysis and critical assessment of information from EC Australia activities in the context of knowledge translation and exchange.** This may include assisting in the preparation of policy submissions and collation of expert advice such as to various government departments. Responses to complex enquire from EC Australia stakeholders.
- **Support reporting and compliance activities across EC Australia.** This may include preparing compliance and progress reports for funding bodies, including evaluation and monitoring of priority activities across the EC Australia Partnership.

The role will involve liaising with representatives from all state and territories through the EC Australia governance structure and providing support into public health research and program development and implementation, policy development, stakeholder engagement and direct reporting back to the executive and advisory committees. The Project Manager will also establish strategies for provision of communication of gained knowledge, planned activities with major stakeholders and advisory committees.

### Supervision Reporting Relationships:

This positions' supervisor/manager	Dr Alisa Pedrana
Other key management relationships	Dr Joseph Doyle and Professor Margaret Hellard
Other positions reporting to <u>this</u> position	N/A

### SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas	
1.	<p><b>Project Management, contract compliance &amp; Reporting</b></p> <ul style="list-style-type: none"> <li>• Provide operational and administrative assistance to the Principal investigator of the EC Australia Partnership.</li> <li>• Liaise and collaborate with key stakeholders and co-ordinating project governance meetings.</li> <li>• Facilitate and coordinate regular working group meetings, to collect input and feedback the overall management of EC Australia and ensure regular reporting to EC Australia chief investigators to allow continuous improvement.</li> <li>• Contribute to the preparation and dissemination of project progress reports and other project documentation, including relevant compliance and reporting processes of the project for funding bodies.</li> <li>• Support the development of contracts and contract variations, for relevant approvals.</li> <li>• Monitor contract compliance and ensure timeliness of contractual outputs and invoices/payments – including donors and contractors.</li> <li>• Assist in the development of EC Australia knowledge translation publications and resources, including coordinating and delivering workshops and presentations to disseminate evidence-based prevention strategies and preparing policy analysis, literature reviews, grant and ethics applications, research and conference papers.</li> <li>• Perform other duties as required.</li> <li>• Ensure maintenance of high scientific and ethical standards across projects.</li> </ul>
2.	<p><b>Financial Coordination &amp; reporting</b></p> <ul style="list-style-type: none"> <li>• With support from the finance team, undertake financial monitoring and analysis, including expenditure [budget v actual], budget and forecasting, contractual implications of variations to program implementation; including supporting other activity leaders as appropriate.</li> <li>• Oversee financial reporting and invoicing to Donors and stakeholders.</li> <li>• Lead the acquittal drafting process in accordance with donor requirements.</li> <li>• Coordinate project-level budgeting and planning with input from technical staff as needed.</li> <li>• Ensure program is compliant with Burnet Financial Management procedures, Donor and contractual obligations.</li> </ul>
3.	<p><b>People Management</b></p> <ul style="list-style-type: none"> <li>• Provide project and operational support, administrative tasks completion, contribute to project plans, organise and coordinate meetings.</li> <li>• Develop effective and efficient internal systems to facilitate people management.</li> <li>• Liaise with Burnet HR on HR matters and assist with appropriate recruitment activities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Communicate appropriate people-related policies, fieldwork standard operating procedures and updates to staff, and liaise with Principal Investigator and Project Staff in any areas of concern.</li> <li>• Develop and maintain good relationships with wider Burnet Institute and EC Australia staff.</li> <li>• Ensure that the activities performed under their responsibility are carried out in ways that safeguard the OHS of staff or students.</li> <li>• Complete all necessary personal training and professional development requirements.</li> </ul>
4. <b>Stakeholder Liaison</b>	<ul style="list-style-type: none"> <li>• Develop and maintain good relationships with external stakeholders.</li> <li>• Plan and coordinate events in project development and conduct stakeholder engagement.</li> <li>• Represent the Burnet Institute at project meetings with collaborators, external stakeholders and/or funding agencies.</li> <li>• Liaise with participating institutions, clinicians and pharmaceutical companies as required.</li> <li>• Attend conferences, seminars and forums as requested. Identify appropriate representational opportunities for the Burnet Institute at conferences, seminars and forums.</li> </ul>
<b>Occupational Health &amp; Safety</b>	Refer to the “Burnet OHS responsibilities and roles” document for full details on specific OHS obligations and responsibilities of Employees.
<b>Training</b>	Responsible for completing all required training in line with the position / role.

## Occupational Health and Safety

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

## SECTION C: Key Selection Criteria

<b>Qualifications</b>		
	Bachelor Degree in nursing, medicine or related discipline	Essential
	Master’s degree (or near completion) in public health, epidemiology, psychology, behavioural or social sciences, public health, or a related field	Essential

<b>Experience / Knowledge / Attributes</b>		
1.	Experience working in government, community services, advocacy and/ or research addressing public health	Essential
2.	Excellent interpersonal and communication skills including and the ability to engage professionally with stakeholders and display empathy and understanding in dealing with marginalised people	Essential
3.	Demonstrated project management experience in the fields of health	Essential
4.	Capacity to work well under minimal supervision, and willingness to contribute to broader research and administrative tasks	Essential
5.	Demonstrated understanding of ethical principles underpinning research with marginalised populations	Essential
6.	Excellent organisational and time management skills, including being able to manage multiple research-related tasks	Essential
7.	Extensive knowledge of OH&S standards and how they apply to expectations around workplace behaviour	Essential

8.	Experience in the dissemination/ translation of research findings	Preferable
9.	Excellent engagement skills with a proven ability to build collaborative relationships with a wide range of internal and external clients, partners and stakeholders	Preferable
10	Personal qualities of energy, initiative, commitment to teamwork and collaboration and respect for others	Preferable
11	Statistical analysis skills and experience in the use of statistical software such as Stata/SPSS	Preferable
12	Excellent working knowledge of the Microsoft Office suite and other database packages	Preferable

## Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

## SECTION D: Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating the translation of research, discovery and evidence into sustainable health solutions. The Institute is headquartered in Melbourne with programs that operate across Asia, the Pacific and in Africa.

Burnet's culture links innovative discovery-oriented research and implementation research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The Institute has three major thematic programs – Disease Elimination, Behaviours and Health Risk, and Maternal and Child Health, and two expansion programs – Healthy Ageing and Health Security. Staff within these Programs are supported by cross-cutting communities of practice; the Disciplines of Life Sciences, Public Health and International Development.

### Further Information:

For further information, please contact Dr Alisa Pedrana: [alisa.pedrana@burnet.edu.au](mailto:alisa.pedrana@burnet.edu.au)