

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Project Manager, TB Elimination and Implementation Science
Classification	Level 7: \$85,215 - \$92,245 plus superannuation (depending on experience)
Location	85 Commercial Road Melbourne / Flexible arrangements
Effective Date	Feb 2021

Purpose:

The Project Manager, TB Elimination and Implementation Science Group will work closely with the business manager, technical directors, the project team, PNG program leadership as well as the finance and administration team to ensure the effective implementation of a suite of activities (Western Province TB Program).

They will be part of an experienced team of project managers based in Melbourne. The role will manage contracts, coordinate design and reporting processes, lead personnel deployment to PNG, monitor implementation progress & financial management, provide logistical and administrative support and respond to emerging risks.

Supervision Reporting Relationships:

This positions' supervisor/manager	Business Manager, TB Elimination and Implementation Science
Other positions reporting to <u>this</u> position	Project officer and other roles in Australia or in PNG as required

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	
Project Management & Contract compliance	<ul style="list-style-type: none"> • Provide high-level project management oversight of TB activities in Western Province, supporting technical directors and working in collaboration with the business manager, PNG program and PNG executive. • Lead and implement project management systems to track inputs, progress and outputs against implementation plans and work plans, M&E frameworks across TB activities in Western Province • Provide coordination support to the implementation of linked Burnet projects and initiatives across TB activities in Western Province • Lead and coordinate logistical and administrative processes to do with procurement, travel, and events • Lead and coordinate the completion of project reports to stakeholders and donors • Ensure BI policies and donor requirements are integrated into project management and operational systems. • Lead development of contracts and contract variations, for relevant approvals.

Key Responsibility Areas	
	<ul style="list-style-type: none"> • Coordinate project and program design processes including proposal and leading budget development • Monitor contract compliance and ensure timeliness of contractual outputs and invoices/payments – including donors and contractors. • Undertake regular monitoring visits of TB projects in Western Province (when possible), as required, to assist with the implementation and compliance with program/project-level M&E.
Financial coordination & reporting	<ul style="list-style-type: none"> • With support from the finance team, undertake financial monitoring and analysis, including expenditure [budget v actual], budget and forecasting, contractual implications of activity variations; including support other activity leaders as appropriate. • Lead project financial reporting, acquittals, and invoicing to Donors. • Lead project audit processes in accordance with donor requirements • Lead project-level budgeting and planning processes with input from technical staff as needed. • Ensure project is in compliance with the Finance Manual and reflects Burnet's in-country and ongoing obligations.
Monitoring, Evaluation and Learning	<ul style="list-style-type: none"> • Coordinate monitoring, evaluation and learning (MEL) systems for Western province TB projects, working with other team members
People responsibility	<ul style="list-style-type: none"> • Line manage Melbourne-based project officer and other roles in Australia or in PNG as required • Lead recruitment, mobilisation (including orientation) and de-mobilisation (including debriefing and handover) of field team staff and Melbourne-based staff including reviewing TORs or position descriptions, recruitment and selection processes, contract development & orientation, pre-travel health checks, and travel to PNG • Support field team management by building relationships with field team staff and responding to issues or concerns • Ensure HR procedures manual for the projects is updated regularly and reflect Burnet and in-country obligations. • Ensure participation of direct report staff and support project team line managers in the People Development Framework (PDF) to enhance performance and identify training, professional development and career coaching needs. • Ensure compliance within the program in relation to all required compliance training including online and face to face training. • Manage HR issues with the support and guidance of HR as needed. • Manage direct report staff and support line managers to monitor leave to ensure leave balances are kept within institute policy guidelines.
Relationship Management	<ul style="list-style-type: none"> • Establish and enhance strong working relationships with PNG Country Offices and relevant technical staff. • Establish, monitor and enhance strong relationships with key project stakeholders, including donors / contractors, development partners and other implementing agencies. This includes a central role in engagement with DFAT in PNG on TB activities in Western Province
Security & risk management	<ul style="list-style-type: none"> • Ensure Risk Management & Security Plans are in place and updated regularly for in-country activities. • Support Working Group heads by completing Working Group risk assessments
Occupational Health & Safety	Refer to the "Burnet OHS responsibilities and roles" document for full details on specific OHS obligations and responsibilities of Employees.

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

Experience / Knowledge / Attributes		
1.	Significant experience in the management and implementation of large development and /or research projects, particularly in PNG or the Pacific.	Essential
2.	Demonstrated donor experience: review, negotiation and compliance management with Donor contracts, policies and procedures, including project reporting to key stakeholders	Essential
3.	Excellent financial and contract management skills, including budget preparation, monitoring, acquittal and report preparation	Essential
4.	Experience in recruitment, contracting and mobilization of consultants and technical advisers	Essential
5.	Excellent knowledge of Australian and PNG or Pacific international development sector	Essential
6.	Excellent administrative and organizational skills	Essential
7.	Excellent relationship management and communication skills, including clients, counterpart agencies and colleagues within cross-cultural teams in Australia or overseas	Essential
8.	Demonstrated capacity to work independently exercising strong judgement, decision-making and problem-solving skills.	Essential
9.	A willingness to travel internationally (6-8weeks per year)	Essential
10.	Experience working with monitoring and evaluation frameworks and databases, ideally within a health program	Desirable

Qualifications		Essential/ Desirable
	University degree or relevant experience in international development and/ or research project management	Essential

Other Requirements

Burnet is committed to the safeguarding of children and vulnerable adults and as a consequence we undertake rigorous recruitment and selection processes, including comprehensive reference checking on prospective employees. The successful applicant will also be required to apply for a criminal record check from the Australian Federal Police or a Working with Children Check where applicable as a condition of their employment.

This position involves the following contact with children (any individual aged under 18 years):

None	
Indirect Contact with Children	Indirect contact is when you are not physically close to a child but may still have an ability to communicate or impact a child or group of children in some way, including via marketing and communications, or access to personal information via research and program activities.

SECTION D: Burnet Overview

Burnet Institute is a leading Australian, unaligned, not-for-profit 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.

Since 1986, Burnet has linked discovery-oriented, medical research with practical action to help solve devastating global health problems that affect the most vulnerable. This sets us apart from other organisations. Institute-wide interdisciplinary health programs - Maternal, Child and Adolescent Health; Disease Elimination; Behaviours and Health Risks, and Health Security - are at the heart of our daily decision-making. The Institute's highly diverse skill base of laboratory and field research, and technical expertise, is fostered across cross cutting disciplines of Life Sciences, Public Health and International Development.

Whilst our headquarters is in Melbourne, Australia, we also have offices in Papua New Guinea and Myanmar, and are actively involved in research and public health programs throughout Australia, the Asia-Pacific region, and Africa. Burnet is the only unaligned organisation in Australia that has dual accreditation with both the Australian National Health and Medical Research Council (NHMRC) and the Department of Foreign Affairs and Trade (DFAT).

Further Information:

For further information, please contact: Sean Perera, HR Officer, sean.perera@burnet.edu.au
