

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: SENIOR PROGRAM MANAGER, DIABETES RESEARCH GROUP		
Division:	Diabetes Research Group	Department:	CCRF	
Position reports to: (role)	Co-Head, Diabetes Research Group			
Location: <i>include all possible locations</i>	CCRF Building, Princess Margaret Hospital			
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 purpose of this position is to manage the day to day operations and strategic development of diabetes research with an emphasis on establishing and maintaining a global centre of excellence, broker effective partnerships between internal and external groups to ensure research is relevant, responsive and effectively integrated into policy and practice.</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

Management of Diabetes and Obesity Research Group	60%	<ul style="list-style-type: none"> • Provide leadership and strategic direction in the development of the centre. Facilitate high level of research productivity in a dynamic research environment • Establish communication and project management strategies • Provide the daily operational management and support required to ensure the effective running of the centre, including arrangements for staffing, contracts, accounts and administration • Lead the administrative and support team to ensure all centre deliverables and dates are met • Raise the profile of the centre • Manage legal and business agreements 	<ul style="list-style-type: none"> • Communication and project management strategies established • Smooth running of operations • Management of accounts • Public awareness • Legal guidelines understood and managed 	<ul style="list-style-type: none"> • Level of research • Deadlines are met • Increased awareness of the centre in the public's eye • Legal and business requirements met
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<p>Communication and relationship building</p>	<p>20%</p>	<ul style="list-style-type: none"> • Develop an overarching strategy to build strategic relationships between researchers and practitioners. This includes, but is not limited to, the community, government, clinical and advocacy sectors. Liaise with funding agencies, manage reporting obligations at UWA and Telethon Kids Institute • Establish, maintain and facilitate communication between researchers and stakeholders, where necessary, to improve research translation • Develop, foster and maintain strong collaborative working relationships with key stakeholders including contacts in universities, professional associations, primary care, government, non-government organisations and other health-oriented organisations to identify research opportunities • Working with researchers to develop new ideas into funded and implemented project and program proposals, maximising funding opportunities. Establish, maintain and facilitate communication between researchers inside and outside the Institute, and other stakeholders, to ensure that new programs maximise the benefits of collaboration and consultation. • Developing formal systems/processes for understanding and responding to the funding and business opportunities • Liaise with consumer groups and Telethon Kids Institute consumer advisor through all stages of the research cycle • Work closely with Communications at Telethon Kids Institute and PMH to ensure high quality and effective research communication materials and provide advocacy advice to researchers 	<ul style="list-style-type: none"> • Relationships between researchers and practitioners • Communication of research results between researchers and stakeholders • Strong relationships created with all stakeholders • Research opportunities are explored • Diligent communication of research with consumer groups and Telethon Kids Institute • Liaison with Communications at Telethon Kids Institute to increase profile of research outcomes 	<ul style="list-style-type: none"> • Feedback from researchers and practitioners • Improved research translation • Identified research opportunities • Increase in funding and research opportunities • Effective communication of research outcomes • High quality communication • Feedback from Communications team
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<p>Team and program coordination</p>	<p>10%</p>	<ul style="list-style-type: none"> • Motivate staff to achieve a balance of outputs including grants, project reports, peer-reviewed publications, conference presentations and other media outputs • Foster a culture of collaboration with other researchers and clinicians • Mentor and coach staff to improve their performance • Provide clear communication and ensure the team is kept informed of team, department and Institute level changes • Coach staff to improve their performance and profile within Telethon Kids Institute and UWA 	<ul style="list-style-type: none"> • Amount of grants, reports, publications and presentations • Increased collaboration with other researchers • Staff are mentored and supported • Encouraged career development • Opportunities for staff are recognised 	<ul style="list-style-type: none"> • High level of motivation and engagement from staff • Number of successful grants • Conference participation • Number of published articles • Employee engagement levels • Good team environment
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Knowledge Management and Translation	10%	<ul style="list-style-type: none"> • Provide expertise and advice to researchers to ensure that knowledge translation approaches are included at all stages of the research pipeline, and opportunities are maximised for communicating research outcomes to stakeholders in formats best suited to the particular audiences, including plain language summaries, policy briefings, presentations, reports, minutes and other materials to support information exchange as required • Compile and maintain inventories of knowledge translation/evidence-informed best practice literature tools, resources and capacity building materials • Work in partnership with other groups to realise opportunities for the centre • Facilitate the development project proposals and the growth of national and international research partnerships for the team • Develop and broker specific relationships with key stakeholders, connecting researchers and research support teams internally with relevant individuals and groups externally • Provide guidance on strategic policies and procedures, implement the strategic plan for research with key stakeholders • Support the team in the production of the annual report and other reports as required 	<ul style="list-style-type: none"> • Maximising knowledge translation approaches • Knowledge inventory management • Create dynamic relationships with stakeholders • Facilitate project development • Strategic plans • Complete annual reporting as required • 	<ul style="list-style-type: none"> • Sound knowledge translation • Good system of knowledge translation inventory • Feedback from stakeholders • Quality of relationships and collaborations • Smooth running of projects • Implemented plans • Reporting deadlines met
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ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

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

- Tertiary qualification in a relevant discipline (health, social science, communications)

<p>Skills, Knowledge & Experience:</p>	<ul style="list-style-type: none"> • Demonstrated passion and vision for pediatric health research • Demonstrated experience and expertise in health research • Experience in people management • Demonstrated ability for strategic thinking • Experience in communicating information to a variety of people and organisations • Ability to build community and other stakeholder engagement 		
<p>DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:</p>			
<p>Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role</p>	<p>N/A</p>		
<p>Skills, Knowledge & Experience:</p>	<ul style="list-style-type: none"> • Previous experience in managing research programs 		
<p>SCOPE:</p>			
<p>Financial accountability: Does this role have accountability for a budget?</p>			
<ul style="list-style-type: none"> • Yes 			
<p>People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?</p>			
<p>No. of direct reports</p>	<p>1</p>	<p>No. of indirect reports</p>	<p>TBC</p>

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

Next level of supervision

Research Focus Area
Head, Early

Immediate level of supervision

Co-Head, Diabetes &
Obesity Research

Other roles reporting to immediate supervisor

		Senior Program Manager, Diabetes & Obesity Research Group	Manager, Diabetes & Obesity Research Group		
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Direct reports (role x no.)

	Biostatistician	Project Manager	Clinical Data Manager	Administration Assistant	
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ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

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