

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:	PROJECT MANAGER ATHENA SWAN 1.0FTE		
RFA:	Not applicable	Research Group:	People & Culture	
Position reports to: (role)	Manager, Leadership and Organisational Development			
Location: <i>include all possible locations</i>	100 Robert 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				
Reporting to the Manager, Leadership and Organisational Development the position is responsible for project management of the Institute's Athena SWAN Bronze Award application. This will involve the coordination of data extraction, analysis, and reporting. This will form the basis for Telethon Kids' action plan and final submission for the Athena Swan Bronze award in March 2019.				
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>Project Management</p>	<p>70%</p>	<ul style="list-style-type: none"> • Project management and implementation including coordination of project resources to meet obligations and milestones • Provide daily operational management to ensure smooth functioning of day-to-day project activities • Identify, manage, and report on risks and issues that may impact project outcomes • Review and evaluate key project outputs and facilitate continuous improvement. • Ensure compliance with SAGE requirements for the Athena Swan Bronze Award. • Coordinate project documentation including any project plans and action planning. • Oversee the collection of human resources and other data relevant to gender and diversity. • Oversee and coordinate the analysis of data in conjunction with the biostatistics team • Coordinate the analysis of results for the Athena Swan survey • Coordinate meetings and the agenda for the Self-Assessment Team (SAT). • Oversee the preparation and submission of the Telethon Kids Institute’s submission for the Athena Swan Bronze Award 	<ul style="list-style-type: none"> • Ensure project plan to submission is created and followed • Evaluation of key project outputs is provided • Data is collected and analysed in • Maintain records of costs and other budgetary needs • Ensure compliance with Institute policy and relevant legislation • Manage costs and budget • Plan for escalation of costs • Manage project timeline in accordance with budgetary restrictions 	<ul style="list-style-type: none"> • Project management plan/time developed • Project deadlines and targets are met • Data extraction is completed • Data analysis is completed • Action plan is developed • Athena Swan bronze award submission is prepared and delivered
<p>Consultation and Stakeholder Management</p>	<p>15%</p>	<ul style="list-style-type: none"> • Build relationships with key groups contributing to the Athena Swan program including bio statistics, People & Culture, The Institute • Liaise with SAGE regarding submission requirements • Represent Telethon Kids at WA Regional Networking Meetings and attend other training/information sessions/webinars related to Athena Swan and Male Champions of Change as required • Liaise with the Voice Project in relation to design, administration and analysis of Gender and Diversity survey results • Provide Institute-wide updates tracking progress on Athena Swan. 	<ul style="list-style-type: none"> • Ongoing consultation with key stakeholders • Preparation of quality relevant communications for key stakeholders • Resolution and management of conflicts and risks • Productive collaborations 	<ul style="list-style-type: none"> • Key stakeholders (staff, IMT, ILT) receive updates • Feedback from SAGE and other stakeholders is positive

Governance and Quality	15%	<ul style="list-style-type: none"> • Manage reporting requirements in line with expectations • Manage adherence to protocols and policies e.g. confidentiality, data management, ethics approvals • Ensure timelines and deadlines are managed. • Manage the funds associated with the Athena Swan Pilot and allocate resources accordingly. 	<ul style="list-style-type: none"> • Adherence to protocols and policies • Oversight of project outputs 	<ul style="list-style-type: none"> • Feedback from SAGE on compliance with requirements for Bronze award
Other	5%	<ul style="list-style-type: none"> • Other duties related to the Athena Swan pilot as required 		

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	Bachelor Degree in relevant discipline
Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Experience with gender equity/diversity/inclusion programs. • Proven high level knowledge and experience in project management and delivery of required outcomes in accordance with specified timelines • Demonstrated high level knowledge and experience building relationships with internal and external stakeholders, preferably in a university/academic environment. • Well-developed communication and interpersonal skills to deliver information to a broad range of stakeholders at all levels of the Institute and with key external stakeholders (e.g. SAGE). • Demonstrated ability to think strategically. • Demonstrated ability to anticipate and resolve problems; be proactive and initiate action to deal with issues when they arise. • Demonstrated computer proficiency with MS Office suite, Outlook

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Skills, Knowledge & Experience:	Experience with Microsoft Access
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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

0

No. of indirect reports

0

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

Next level of supervision

Director Corporate Services

Other roles reporting to immediate supervisor

Manager, People & Employee Relations

Manager, Learning & Organisational Development

Manager, Onboarding & Recruitment

Direct reports (role x no.)

Learning & Organisational Development Business Partner

Learning & Organisational Development Coordinator

Project Manager Athena SWAN

ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?