

POSITION DESCRIPTION

POSITION TITLE:	CKD Program Manager
DIVISION / SECTION:	Wellbeing and Preventable Chronic Disease/Renal
SUPERVISOR:	Head Renal Health Program
CLASSIFICATION LEVEL:	GSL 9
SALARY RANGE:	\$112,465 - \$119,929
STATUS (FTE):	1.0 FTE
NO. OF POSITIONS REPORTING DIRECTLY:	4 as well as several casual positions
NO. OF POSITIONS REPORTING INDIRECTLY:	3 or more PhD students

ABOUT MENZIES:

Menzies School of Health Research is one of Australia's leading medical research institutes dedicated to improving Indigenous, global and tropical health. Menzies has a history of over 30 years of scientific discovery and public health achievement. Menzies works at the frontline, joining with partners across the Asia-Pacific as well as Indigenous communities across northern and central Australia.

SUMMARY OF POSITION:

People with Chronic Kidney Disease (CKD) suffer poor health outcomes, reduced life expectancy and reduced quality of life. In the Northern Territory (NT) kidney disease rates are the highest in Australia with Aboriginal people presenting for dialysis 20 years earlier than non-Aboriginal people.

The CKD program within the Renal stream is focused on evaluating CKD management strategies within and across services and determining evidence-based approaches that are site/jurisdictional specific, in recognition that one size does not fit all. The CKD program covers disparate populations across urban, rural and remote Australia and include disadvantaged areas where the risk of kidney disease in Indigenous and non-Indigenous populations is high.

Our approach, with a strong focus on evidence translation, is based on robust collaborative partnerships with government and non-government organisations across the NT and in other jurisdictions across Australia. We work closely with consumers and renal patient reference groups to ensure we allow meaningful two-way sharing of knowledge and consumer validation of findings.

The work is innovative with a focus on harnessing technologies to create efficiencies, enhance patient outcomes and improve service integration across sectors. It is not restricted to the NT.

In collaboration with the Head Renal Health Program and in consultation with the larger renal research leadership team, this position will provide leadership and management to ensure effective and efficient operation of the current and future CKD program activities. The CKD Program Manager will initiate, plan, manage and deliver key milestones and be responsible for relevant stakeholder consultation (particularly community, health and government sectors), developing, implementing and evaluating program process performance, logistical coordination of project teams, communication and reporting to stakeholders (including patient reference groups and funding bodies), managing operational finances and campaign management, in accordance with contractual obligations.

Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply

PRIMARY RESPONSIBILITIES:

1. Demonstrated capacity to oversee the implementation and management of program activities and ensure compliance with programmatic funding obligations and milestones.
2. Lead and manage a multidisciplinary team that includes clinical and project staff as well as students.
3. Build and maintain stakeholder relationships with peak bodies such as Kidney Health Australia, the Australian and NT Departments of Health, Australia and New Zealand Society of Nephrologists, Aboriginal medical services/Aboriginal controlled health organisations, primary healthcare providers, leading research institutions, industry peak bodies and other organisations with a shared commitment to the CKD program.
4. Monitor and respond to program findings, policy changes and developments to ensure CKD program resources and messaging is consistent with current best practice and context.
5. Develop and implement strategic plans, including the Aboriginal researcher training plan, communications strategy and overarching performance plan to meet agreed objectives; identify emerging opportunities and contribute ideas to the further development of the CKD program. Develop strategies to address these opportunities, such as through funding grants, business case/s, etc.
6. Establish and manage business operations of the CKD program, including contracts, budgeting, quotes, invoicing, financial and other reporting requirements, standard operating procedures; eg, remote travel for staff in accordance with policies, procedures and practice.
7. Represent CKD program at meetings and forums where necessary.
8. Work closely with Corporate Services, including contributing to Menzies strategic goals.
9. Any other tasks as reasonably required by Menzies.

SELECTION CRITERIA:

Essential:

1. Post-graduate qualifications in a relevant field with extensive program management experience, including experience in planning, monitoring and program management processes.
2. Under broad direction and as part of a multidisciplinary team, maintain high level organisational and time management skills with ability to meet strict deadlines, undertake a range of tasks, manage team dynamics, timely reporting and liaison activities.
3. Demonstrated success in leadership and management of multidisciplinary teams and ability to build strong productive relationships within an organisation.
4. Demonstrated responsibility for financial management and knowledge of and experience with budgetary processes.
5. Highly developed ability to communicate effectively, along with interpersonal skills to communicate with a range of audiences, including with people from diverse cultures.
6. Demonstrated high level experience with collaborative partnerships and a well-developed capacity to consult, collaborate and negotiate effectively with a diverse range of stakeholders.
7. High degree of computer literacy, including software such as the full Microsoft Office Suite.
8. Demonstrated initiative, ability to maintain confidentiality of sensitive information, high level problem solving and conflict resolution skills, and strong record keeping skills.
9. An understanding and awareness of relevant workplace health and safety as well as equal opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.

Desirable:

1. Knowledge of and expertise in evaluation tools and methodologies applicable to health, including designing measurement and evaluation frameworks, feasibility and acceptability studies of health interventions and program evaluation.
2. Postgraduate qualification/s relevant to clinical research or epidemiology, eg, MPH, MAE, PhD

3. Previous experience working with Indigenous people and communities and preferably an understanding of Aboriginal and Torres Strait Islander health.

Approved by: Menzies Human Resources

Date: 2 October 2020

GSL 9

PACKAGE COMPONENT	Minimum Value GSL 9/1 (\$)	Maximum Value GSL 9/4 (\$)
Gross Salary (position advertised as General Staff Level 9)	112,465	119,929
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	15,745	16,790
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	11,035	11,849
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,583	1,583
Total Salary Package	140,828	150,151