

## POSITION DESCRIPTION

POSITION TITLE:	IT Project Manager (software development)
DIVISION / SECTION:	Wellbeing and Preventable Chronic Disease
SUPERVISOR:	Head Renal Health Program
CLASSIFICATION LEVEL:	GSL 9
SALARY RANGE:	\$112,465 - \$119,929
STATUS (FTE):	0.8-1.0 FTE
DIRECT REPORTS:	2
INDIRECT REPORTS:	3

### **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:**

The burden of kidney disease in the Northern Territory (NT), is particularly high for Indigenous people who present for dialysis 20 years younger than non-Indigenous people. In regional areas and remote communities, where 70% of Indigenous people live in the NT, the impact on families and communities is devastating.

The Renal Health Program has a strong focus on evidence translation, program evaluation to inform policy and working with stakeholders to identify community determined strategies to improve the health of all Territorians. The program works in partnership with government and non-government health services locally and at the national level to identify, develop and support innovative strategies to facilitate early identification and management of kidney disease, delay and prevent the requirement for dialysis and improve the patient journey.

This position will primarily be responsible for managing activities related to the expansion and implementation of Territory Kidney Care, a clinical decision support application designed to assist primary health services with the early identification and management of people with chronic kidney disease (CKD). TKC is not an 'off-the-shelf' software product but has been designed and developed in consultation with clinicians. The functionalities TKC offers are unique to the healthcare environment. The expansion of TKC to include private General Practices in the NT requires an IT Project Manager with technical skills in software development.

The IT Project Manager will join a multidisciplinary team consisting of full-time and part-time staff and PhD students.

### **PRIMARY RESPONSIBILITIES:**

The following responsibilities are not exhaustive and may include others as directed by the supervisor:

1. Managing the definition, documentation and satisfactory completion of each TKC release into the Production environment.
2. Managing the technical aspects of the project and ensuring the work of team members and contractors tasked with different aspects of the system development are aligned.

3. Liaising with contractors to manage change control procedures and to ensure project deliverables are completed within planned costs, timescale and resources.
4. Ensuring plans for component testing and quality reviews are conducted on schedule, according to procedure and risks are documented.
5. Identifying, assessing and managing technical risks to the overall project as well as ensuring the leadership team are aware of any clinical risks associated with the development and deployment of the application and developing appropriate mitigation strategies.
6. Interpreting user needs and developing realistic project plans taking into consideration end user requirements and ensuring proposed solutions are properly understood and regular and accurate reports of progress are delivered.
7. Creating the business readiness plan (IT deployment, data migration, capability deployment) including relevant documents to ensure compliance with legislative and Northern Territory Government requirements for preparation and integration into 'business as usual' environment (eg system architecture, business rules, data dictionary).
8. Providing effective leadership and mentoring to the project team members.
9. Developing initiatives for sustainability including identifying future funding sources and preparing grant applications.

#### **SELECTION CRITERIA:**

##### **Essential:**

1. Postgraduate qualifications and extensive relevant software development experience or extensive IT project management experience and proven management expertise or an equivalent combination of relevant experience and/or education/training
2. A proven track record in the project management of health application development and an in-depth understanding of guidelines and processes to be followed for the development and deployment of health information systems.
3. Exceptional negotiation, communication and interpersonal skills with demonstrated ability to understand and effectively communicate project objectives and goals.
4. Demonstrated experience and proven ability in team leadership and risk management.
5. Experience in the recruitment, supervision, mentoring and training of staff.
6. Project management and evaluation capability with substantial experience and demonstrated capacity to successfully manage and supervise a team in a complex multidisciplinary environment.
7. Demonstrated ability to communicate effectively, both verbally and in writing, to a range of audiences including a multidisciplinary team and people from diverse cultures.
8. Demonstrated resourcefulness, positive attitude, and ability to work safely in cross cultural contexts.
9. Demonstrated high level experience building and maintaining strong collaborative partnerships with a diverse range of individuals and organisations.

##### **Desirable:**

1. Understanding of enterprise software development projects using technologies such as Microsoft.NET, Python, Java and SQL.
2. Experience in the use of products such as Sparx Enterprise Architect to document architecture and models.
3. Qualifications in information technology, software engineering, data science or related disciplines.

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

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Approved by: Menzies Human Resources

Date: 7 September 2021

<b>PACKAGE COMPONENT</b>	<b>Minimum Value GSL 9/1 (\$)</b>	<b>Maximum Value GSL 9/4 (\$)</b>
<b>Gross Salary</b> (position advertised as General Staff Level 9)	112,465	119,929
<b>Superannuation</b> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	15,745	16,790
<b>Salary Packaging Grossed Up</b> (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,685	9,685
<b>Leave Loading</b> (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,607	1,607
<b>Total Salary Package</b>	<b>139,503</b>	<b>148,012</b>