

# Job Description



<b>Position Title</b>	Theme Manager	<b>Level</b>	D
<b>Reports to (role)</b>	Theme Head, First Nations Health and Equity	<b>Career Stream</b>	Research
<b>Team</b>	First Nations Health and Equity		
<b>Location</b>	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

## PURPOSE OF POSITION

The Theme Manager is a senior leadership role supporting the Theme Head and managing daily operations to align with Theme goals and The Kids' Strategic Plan.

The First Nations Health and Equity Theme Manager helps shape and implement a strategy that embeds equity and First Nations perspectives across all research Themes. This role drives collaboration, advises on strategy, and represents the Theme in high-level engagements.

Working with the Theme Head, the Manager translates strategic goals into action and ensures research is well-supported. They also collaborate with other Theme Managers and Professional Service leads to align operations and initiatives across the organisation.

## KEY RESPONSIBILITIES

<b>Key Responsibilities</b>	<b>Tasks required to achieve Key Responsibilities</b>	<b>Measures</b>
<b>Strategy and Influence</b>	<ul style="list-style-type: none"><li>Lead the development, implementation, and monitoring of the First Nations Health and Equity strategy, ensuring alignment with the Institute's Strategic Plan and national priorities.</li><li>Provide strategic advice to the Executive and Science Leadership Committee on equity-related initiatives, policy development, and research priorities.</li><li>Influence organisational culture and direction by embedding equity principles into governance, planning, and evaluation frameworks.</li></ul>	<ul style="list-style-type: none"><li>Delivery and regular review of the First Nations Health and Equity strategy, with documented alignment to the Institute's Strategic Plan.</li><li>Evidence of strategic advice provided to the Executive and SLC (e.g., reports, presentations, policy contributions).</li></ul>

	<ul style="list-style-type: none"> <li>Represent the Institute in national and international forums, contributing to thought leadership in First Nations health and equity.</li> <li>Cultivate and maintain high-level relationships with First Nations leaders, community organisations, government bodies, and research institutions.</li> <li>Lead co-design processes with First Nations stakeholders to ensure research is community-informed and culturally appropriate.</li> <li>Advocate for equity-focused research funding and policy reform through submissions, presentations, and strategic communications.</li> </ul>	<ul style="list-style-type: none"> <li>Inclusion of equity principles in institutional governance documents, planning frameworks, and evaluation tools.</li> <li>Invitations to and participation in national/international panels, conferences, or advisory groups.</li> <li>Feedback from Executive, SLC, and external stakeholders on strategic leadership and influence.</li> </ul>
<b>Operational and Project Management</b>	<ul style="list-style-type: none"> <li>Initiate and oversee cross-theme projects that advance equity and First Nations health outcomes.</li> <li>Develop and implement tools, frameworks, and metrics to monitor progress against strategic equity goals.</li> <li>Ensure that equity considerations are embedded in funding applications, ethics submissions, and research design processes.</li> <li>Facilitate effective communication between the Science Leadership Committee (SLC) (via the Theme Head) and Teams.</li> <li>Support strong connections and research networks across Themes through close collaboration with other Theme Managers and Senior Program Managers.</li> <li>Represent the Theme within senior leadership meetings or settings as required.</li> </ul>	<ul style="list-style-type: none"> <li>Number and impact of cross-theme initiatives led or supported.</li> <li>Implementation and uptake of equity monitoring tools/frameworks across Themes.</li> <li>Delivery of objectives and key results for implementation of relevant parts of the Strategic Plan.</li> <li>Feedback from Research Team Leaders, researchers, program management staff, and students.</li> <li>Feedback from The Kids SLC, and relevant stakeholders.</li> <li>Relevant performance indicators (e.g., research quality metrics, organisational development progress, feedback from relevant stakeholders).</li> </ul>
<b>Management &amp; Development</b>	<ul style="list-style-type: none"> <li>Assist researchers with strategic directions and framing of research programs.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant performance indicators (e.g., research quality metrics, organisational</li> </ul>

	<ul style="list-style-type: none"> <li>Promote and lead team activities, including strategic planning, and development activities.</li> <li>Manage, budget, and monitor the resource allocation for the implementation of Theme initiatives.</li> <li>Actively seek strategic opportunities for optimising operational processes and resources.</li> <li>Foster a cohesive and collaborative team environment whilst working with all internal and external stakeholders.</li> <li>Mentor staff on culturally safe and inclusive research practices.</li> <li>Lead capacity-building initiatives across the Institute to strengthen First Nations health research capabilities.</li> <li>Build strategic partnerships with First Nations communities and organisations to guide research priorities and ensure cultural relevance.</li> <li>Represent the Theme and/or Institute's senior leadership in internal and external meetings, events, and branding opportunities, as required, in alignment with The Kids' Vision and Values.</li> <li>Assist in the organisation and execution of Theme-specific and whole-of-organisation events, such as seminars and symposia, and contribute to the Institute's external presence and reputation.</li> </ul>	<ul style="list-style-type: none"> <li>development progress, feedback from relevant stakeholders).</li> <li>Feedback from The Kids' Executive, Board, and relevant stakeholders.</li> <li>Visibility, participation and contribution to the Theme and associated responsibilities or activities (e.g., representation on other internal Institute groups).</li> <li>Number and quality of capacity-building activities delivered (e.g., workshops, training sessions).</li> <li>Growth in staff confidence and capability in culturally safe research practices (e.g., via surveys or feedback).</li> <li>Number and strength of partnerships with First Nations organisations. (e.g., MOUs, co-designed projects).</li> <li>Evidence of community-informed research priorities and culturally appropriate engagement practices.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Monitor the allocation and direct the resources within the team to ensure the achievement of deliverables articulated within applicable Work Plans and identified projects, whilst maintaining a high level of service for business-as-usual activities.</li> <li>Maintain effective communication with direct reports to ensure advice provided and decisions made are well informed.</li> <li>Hold direct reports accountable to their responsibilities and results.</li> </ul>	<ul style="list-style-type: none"> <li>Staff understand and embrace organisational culture, directions, goals and client service ethos.</li> <li>Staff are aware of their responsibilities and expectations in their roles.</li> <li>Staff feel supported, engaged and safe to raise concerns.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be a role model for effective and positive leadership which is ethical, inclusive, results driven and future-oriented.</li> <li>• Lead by example by demonstrating behaviours that are respectful, promote equity and inclusion for all and work towards eliminating direct or indirect forms of discrimination.</li> <li>• Foster a culture of transparent, effective, timely and appropriate internal and external communication.</li> <li>• Effectively manage change management processes, encouraging innovation, diversity and continuous improvement.</li> <li>• Support the professional development of staff through coaching, mentoring, training and collaboration opportunities.</li> </ul>	
<b>Workplace Safety</b>	<ul style="list-style-type: none"> <li>• Ensure effective management, monitoring and awareness of the Institutes health and safety risks as well as support its regulatory and compliance obligations in accordance with WHS legislation.</li> <li>• Lead and champion behaviours that uphold the health and safety of all Institute people and operations.</li> <li>• Understand, anticipate and manage key HSW risks for all Institute activities in area of responsibility.</li> <li>• Facilitate work design, environments, systems and allocate resources to manage psychosocial hazards and promotes a safe, healthy and inclusive workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Employee Engagement surveys reflect our commitment to health, safety and wellbeing outcomes.</li> <li>• Critical Risks and agreed actions pertaining to area of responsibility are understood and managed pro-actively.</li> <li>• Open and transparent reporting of health, safety and psychosocial incidents within area of responsibility.</li> </ul>

## ESSENTIAL CRITERIA

*This opportunity is offered in accordance with section 51 of the Equal Opportunity Act 1984 and candidates of Aboriginal and Torres Strait Islander descent who meet the selection criteria for this role will be prioritised for appointment.*

<b>Qualifications:</b>	A higher degree by research in a relevant discipline (e.g. health, biomedical or social sciences) or Tertiary qualification in science and/or business administration
<b>Essential Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge and understanding of Aboriginal health and wellbeing.</li> </ul>

	<ul style="list-style-type: none"> <li>• A sound understanding of Aboriginal governance pathways and ethical Aboriginal research.</li> <li>• Demonstrated experience in leadership, including setting strategic directions, managing teams, maintaining organisational culture, and promoting the organisation externally.</li> <li>• Demonstrated ability to lead, manage and work effectively in a complex and changing environment.</li> <li>• Excellent organisational skills, flexibility and ability to set priorities and meet deadlines.</li> <li>• Demonstrated ability to prepare and control budgets and to deliver organisational and individual goals on time and within budget in complex funding environments.</li> <li>• Outstanding written and verbal communication skills.</li> <li>• Highly developed project planning, coordination, and management skills.</li> <li>• Highly developed analytical and problem-solving skills.</li> <li>• Demonstrated ability in establishing and maintaining productive relationships with a broad range of collaborators and strategic stakeholders.</li> <li>• Excellent diplomacy, negotiation, and conflict resolution skills.</li> </ul>
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<b>DIRECT REPORTS</b>	To be determined—may involve line management of staff within Theme.
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<b>Approved by:</b>	<i>Director, First Nations Strategy and Leadership</i>
<b>Date approved:</b>	<i>16/02/2025</i>
<b>Reviewed by P&amp;C:</b>	<i>16/02/2025 – Chief People Officer</i>