

Job Description



Position Title	Theme Manager, Precision Health	Level	D
Reports to (role)	Theme Head, Precision Health	Career Stream	Professional
Team	Precision Health		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Theme Manager is a senior leadership role providing support to the Theme Head and with responsibility for overseeing day-to-day operations within the Theme, ensuring that activities align with Theme objectives and The Kids' Strategic Plan. The Theme Manager contributes to the development, implementation, and monitoring of Theme strategies, drives operational excellence, and fosters a collaborative and productive work environment.

The role is responsible for ensuring the effective and coordinated functioning of Research Teams within the Theme, coordinating resources, managing workflows, and addressing operational challenges. Theme Managers work closely with the Theme Head to translate strategic initiatives into actionable plans, ensuring that research activities are well-supported and aligned with the Theme's objectives.

This role has a significant people management component focused on fostering a positive and supportive work culture, as well as supporting progression and opportunities for Theme members. Theme Managers will also work closely with other Theme Managers to connect initiatives and operational processes across Themes and will work with Professional Service leads to drive efficient research operations across the organisation.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Operational and Project Management	- Support the Theme Head in the development and execution of the Theme strategy, ensuring alignment with The Kids' overall strategy. - Facilitate and coordinate activities to assist the Theme to deliver high-quality, high-impact research and to contribute meaningfully to whole-of-Institute research challenges. - Manage and allocate resources and oversee delivery of initiatives to support	- Delivery of objectives and key results for implementation of relevant parts of the Strategic Plan. - Feedback from Research Team Leaders, researchers, Program management staff, and students within the Theme.

	specific research focus and development areas. • Facilitate effective communication between the Science Leadership Committee (SLC) (via the Theme Head) and Teams. • Support strong connections and research networks across Themes through close collaboration with other Theme Managers and Senior Program Managers. • Represent the Theme within senior leadership meetings or settings as required.	• Feedback from The Kids SLC, and relevant stakeholders. • Relevant performance indicators (e.g., research quality metrics, organisational development progress, feedback from relevant stakeholders).
Leadership, Management & Development	• Foster a culture of transparent, effective, timely and appropriate internal and external communications. • Assist researchers with strategic directions and framing of research programs. • Promote and lead team activities, including strategic planning, and development activities. • Manage, budget, and monitor the resource allocation for the implementation of Theme initiatives. • Actively seek strategic opportunities for optimising operational processes and resources. • Hold team members accountable to their responsibilities and results. • Effectively manage change management processes, encourage innovation and continuous improvement. • Foster a cohesive and collaborative team environment is maintained whilst working with all internal and external stakeholders. • Foster an open, cooperative working environment within the Theme, address conflicts constructively, and provide clear, constructive feedback to team members. • Support the professional development of Theme members through coaching, mentoring, constructive feedback, training and collaboration opportunities. • 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. • 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.	• Relevant performance indicators (e.g., research quality metrics, organisational development progress, feedback from relevant stakeholders). • Feedback from The Kids' Executive, Board, and relevant stakeholders. • Visibility, participation and contribution to the Theme and associated responsibilities or activities (e.g., representation on other internal Institute groups). • Staff within the Theme demonstrate an understanding of and embrace organisational culture, directions and goals. • Staff are aware of their responsibilities and expectations in their roles. • Staff feel supported, engaged and safe to raise concerns.
Workplace Safety	• 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.	• Employee Engagement surveys reflect our commitment to health, safety and wellbeing outcomes.

	• Lead and champion behaviours that uphold the health and safety of all Institute people and operations. • Understand, anticipate and manage key HSW risks for all Institute activities in area of responsibility. • Facilitate work design, environments, systems and allocate resources to manage psychosocial hazards and promote a safe, healthy and inclusive workplace.	• Critical Risks and agreed actions pertaining to area of responsibility are understood and managed <u>pro-actively</u>. • Open and transparent reporting of health, safety and psychosocial incidents within area of responsibility.
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ESSENTIAL CRITERIA

Qualifications:	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.
Essential Skills, Knowledge & Experience:	• Demonstrated experience in leadership, including setting strategic directions, managing teams, maintaining organisational culture, and promoting the organisation externally. • Demonstrated ability to lead, manage and work effectively in a complex and changing environment. • Excellent organisational skills, flexibility and ability to set priorities and meet deadlines. • Demonstrated ability to prepare and control budgets and to deliver organisational and individual goals on time and within budget in complex funding environments. • Outstanding written and verbal communication skills. • Highly developed project planning, coordination, and management skills. • Highly developed analytical and problem-solving skills. • Demonstrated ability in establishing and maintaining productive relationships with a broad range of collaborators and strategic stakeholders.

DIRECT REPORTS	To be determined—may involve line management of staff within Themes.
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Date approved:	16/02/2025
Reviewed by P&C:	16/02/2025 – Chief People Officer