

# Job Description



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|--------------------------|---------------------------------------------------------------------------------------------|----------------------|---------|
| <b>Position Title</b>    | Project Coordinator                                                                         | <b>Level</b>         | B       |
| <b>Reports to (role)</b> | Program Manager                                                                             | <b>Career Stream</b> | Program |
| <b>Team</b>              | Strep A Translation                                                                         |                      |         |
| <b>Location</b>          | The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands |                      |         |

## PURPOSE OF POSITION

This position will work with the Team Head and Program Manager to support the delivery of high-quality research outcomes for the STopping Acute Rheumatic Fever Infections to Strengthen Health (STARFISH) program of work. Key responsibilities include coordinating the strategic direction of STARFISH, team and project management, research grant administration, financial management, community and stakeholder engagement and program efficiency.

## KEY RESPONSIBILITIES

| Key Responsibilities        | Tasks required to achieve Key Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Measures                                                                                                                                                                                                                                                                                                                                                       |
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| <b>Project Coordination</b> | <ul style="list-style-type: none"><li>Assist with all aspects of project planning, development, implementation, and establishment for a range of research initiatives across the STARFISH program of work.</li><li>Ensure governance mechanisms are in place for projects including ethics requirements (applications and amendments), data management, risk management, reporting and compliance with funding and contractual obligations.</li><li>Provide high quality written documents including briefing notes, research reports and project management documentation.</li><li>Assist in the development of policies and procedures to guide projects within the team and ensure compliance with all institute policies and procedures where applicable.</li></ul> | <ul style="list-style-type: none"><li>Projects are planned, resourced, and implemented to quality standards and within agreed scope.</li><li>Current grants reporting obligations are met.</li><li>Positive feedback from Program Manager and Team Head.</li><li>Clear workplans and milestones developed.</li><li>Quality of written communication.</li></ul> |

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|                                                         | <ul style="list-style-type: none"> <li>• Provide high-level administrative and coordination support to project leads, investigators, advisory groups, and the project team.</li> <li>• Prepare agendas, minutes, presentations, and tracking documents to support effective project oversight.</li> <li>• Maintain up-to-date accurate records, documentation, and communication channels.</li> <li>• Support the monitoring and managing generic program email inbox as needed.</li> </ul>                                                     | <ul style="list-style-type: none"> <li>• Efficient coordination of program activities.</li> <li>• Timely and high-quality reporting and documentation.</li> <li>• Well-coordinated project activities and clear communication.</li> <li>• Compliance with institutional and regulatory requirements</li> </ul>                    |
| <b>Financial and Grant Support</b>                      | <ul style="list-style-type: none"> <li>• Assist with the development of budgets for the research program and project team.</li> <li>• Support with raising purchase orders, invoice requests, reconciling credit cards, and arranging reimbursements and honorarium payments.</li> <li>• Contribute to grants, tenders or funding proposals from a project management perspective.</li> </ul>                                                                                                                                                   | <ul style="list-style-type: none"> <li>• Contribution to successful grant applications.</li> <li>• Accurate and timely budgets and reports.</li> <li>• Current grants reporting obligations are met.</li> </ul>                                                                                                                   |
| <b>Stakeholder Engagement and Collaboration</b>         | <ul style="list-style-type: none"> <li>• Develop and maintain strong working relationships with all stakeholders, including project team, service providers and communities.</li> <li>• Arrange and support meetings, events or visitors as required.</li> <li>• Promote and share the programme's research outcomes and impact, internally and externally.</li> </ul>                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Strong relationships with stakeholders developed and maintained.</li> <li>• Formal and informal feedback from internal and external stakeholders.</li> <li>• Meeting/event requirements are well managed.</li> </ul>                                                                     |
| <b>Research Dissemination and Knowledge Translation</b> | <ul style="list-style-type: none"> <li>• Support the dissemination of research findings through publications, conference abstracts/proceedings, resources and other outputs.</li> <li>• Contribute to translation activities of research into practice and policy.</li> <li>• Participate in project activities, including travel to remote locations as required.</li> <li>• Work collaboratively with communities to ensure research findings are communicated and disseminated in a culturally respectful and appropriate manner.</li> </ul> | <ul style="list-style-type: none"> <li>• Inclusion of community input in final reports and publications.</li> <li>• Research results are communicated in ways that respect cultural protocols and community preferences.</li> <li>• Tracked attendance at conferences/forums and presentations.</li> </ul>                        |
| <b>Workplace Safety</b>                                 | <ul style="list-style-type: none"> <li>• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work.</li> <li>• Identify and assess workplace hazards and apply hazard controls.</li> <li>• Report every workplace injury, illness or near miss, no matter how insignificant they seem.</li> <li>• Abide by Institute policies and procedures.</li> </ul>                                                                                                        | <ul style="list-style-type: none"> <li>• Responsibilities are embedded in work practices.</li> <li>• Hazards are effectively managed or reported.</li> <li>• Accidents and incidents are reported in a timely manner.</li> <li>• All applicable safety policies and procedures are sought, understood and implemented.</li> </ul> |

## ESSENTIAL CRITERIA

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| <b>Qualifications:</b>                               | Undergraduate degree in health and/or research relevant field(s)<br>OR equivalent expertise/experience in project coordination.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Essential Skills, Knowledge &amp; Experience:</b> | <ul style="list-style-type: none"> <li>• High-level organisational skills, attention to detail, and initiative.</li> <li>• Experience in a fast-paced project management role, including administrative coordination and documentation management.</li> <li>• Ability to manage a varied workload, prioritise competing demands, and meet deadlines.</li> <li>• Excellent people skills with the to build strong relationships across a wide range of internal and external stakeholders.</li> <li>• Excellent written communication skills.</li> <li>• Experience in budget preparation and financial management.</li> <li>• Ability to work both independently and collaboratively within a multidisciplinary team environment.</li> <li>• Well-developed analytical and problem-solving skills.</li> <li>• Ability to work in a complex, matrix-managed environment.</li> </ul> |
| <b>Desirable Skills, Knowledge &amp; Experience:</b> | <ul style="list-style-type: none"> <li>• Experience working in Aboriginal Health, remote and/or low resource settings.</li> <li>• Experience with grants submissions/reports, ethics submissions/reports, and publications.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| <b>DIRECT REPORTS</b> | 0 |
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| <b>Approved by:</b>         | Program Manager, Strep A Translation |
| <b>Date approved:</b>       | 11.09.26                             |
| <b>Reviewed by P&amp;C:</b> | 11.09.26                             |