

Job Description



Position Title	Data Program Manager	Level	C
Reports to (role)	Children's Diabetes Centre Co-Director	Career Stream	Program
Team	Diabetes and Obesity		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

This role provides strategic leadership and operational oversight of the Data Research Program within the Global Centre of Excellence for Diabetes Research as part of the Children's Diabetes Centre and is responsible for driving the development and implementation of a digital ecosystem that serves patients and families, clinicians, and researchers. The position requires managing a comprehensive program of work, leading cross-functional teams, managing vendor partnerships, and ensuring that ethical and regulatory requirements are met.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Program Leadership	• Develop and implement strategic plans and program roadmaps aligned with Centre objectives. • Foster a culture of impact and learning across other centres, teams and collaborators by providing strategic advice to researchers across the Institute. • Champion new collaborations to accelerate strategic priorities of the program. • Define program scope, deliverables, and success metrics. • Manage competing priorities across multiple projects. • Build and maintain relationships with internal and external stakeholders. • Provide regular status updates to the Steering Committee and key stakeholders. • Identify and pursue opportunities for scaling digital solutions to other diabetes centres.	• Successful delivery of program milestones and objectives. • Stakeholder satisfaction. • Progression towards strategic expansion targets. • Quality and timeliness of vendor deliverables.

	• Lead and manage dependencies, and identify, assess and mitigate risks and issues. • Drive continuous improvement initiatives. • Oversee vendor selection and engagement; manage multiple vendor relationships.	
Project Portfolio Management	• Lead new innovations and advancement of the Data program within the Children's Diabetes Centre and Chronic Disease Theme. • Manage multiple projects within the Data program. • Ensure projects are delivered on time, within budget, and meet user requirements and quality standards. • Ensure consumer consultation and consumer representation at all levels of program development and governance. • Facilitate meetings, workshops and decision-making sessions.	• Project delivery on time and within budget.
Partnerships and Communication	• Develop and maintain strategic partnerships and represent the program at national and international forums. • Promote and share the program's research outcomes and impact, internally and externally. • Manage expectations and communicate changes effectively. • Support translating the research findings into practice and policy.	• National/international partnerships established. • Conference presentations and publications delivered. • Program visibility and reputation.
Ethics and Governance	• Ensure the program meets relevant regulatory and governance standards. • Manage the preparation and submission of relevant applications for ethical, regulatory and governance approval for new studies and subsequent reporting activities for all ongoing studies. • Ensure that team members and vendors are aware of, and operate within, all ethical, regulatory and governance requirements.	• Timely approval of project applications and amendments.
Research and Clinical Integration	• Effectively integrate internal and external team members, fostering a positive collaborative team environment focused on innovation and excellence. • Contribute to Children's Diabetes Centre overall strategy development, recognising the impact of the Data Theme on research and clinical workstreams. • Oversee clinical and research data collection systems, ensuring high-quality data and efficient collection methods. • Collaborate with researchers and clinicians to understand their requirements to optimise digital solution delivery.	• Effective and consistent data collection. • Delivery of solution components that meet user requirements.
Finance and Funding	• Develop and manage budgets for individual projects and the Data program	• Financial transparency.

	as a whole, ensuring that any potential underspend/overruns are dealt with in a timely manner. • Authorise vendor payments in a timely fashion. • Prepare reports to funders, financial statements etc as required. • Identify funding opportunities and oversee grant applications.	• Effective budget management.
Leadership	• Monitor the allocation and direct the resources within the team to ensure the achievement of deliverables. • Hold direct reports accountable to their responsibilities and results. • Manage people fairly and equitably, with appropriate escalation and consultation with the P&C team, and in line with policy and procedures. • Ensure any actual or potential workplace conflict within the team is addressed and approached in a respectful, positive manner for effective resolution, or appropriate escalation as required. • Lead by example by demonstrating behaviours that are respectful, promote equity and inclusion for all and create a psychologically safe environment. • Foster a culture of transparent, effective, timely and appropriate communication with direct reports and other stakeholders to ensure advice provided and decisions made are well informed and understood. • Effectively manage change management processes, encouraging innovation and continuous improvement. • Have regular 1:1 conversations with direct reports to enable effective two-way feedback. • Support the professional development of employees through coaching, mentoring, training and collaboration opportunities.	• Direct reports understand and embrace organisational culture, directions, goals and client service ethos. • Direct reports are aware of their responsibilities, expectations and performance in their roles. • Direct reports 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. • 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 promotes a safe, healthy and inclusive workplace.	• Employee Engagement surveys reflect our commitment to health, safety and wellbeing outcomes. • 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.

ESSENTIAL CRITERIA

Qualifications:	Postgraduate qualifications in health sciences, public health, digital health or related field, or equivalent experience. Additional qualifications in program and project management are desirable.
Essential Skills, Knowledge & Experience:	• Experience working in health research. • Proven ability to lead multidisciplinary teams and manage complex projects. • Excellent communication and relationship management skills. • Experience in budget management and financial reporting. • Good understanding of data platforms, analytics, and digital health solutions. • Strong written and verbal communication skills. • Track record in grant application processes and securing research funding. • Knowledge of health data governance, ethics, and regulatory requirements. • Experience working with technology vendors and managing contracts. • Proven track record in meaningful consumer and community involvement.

DIRECT REPORTS	• Clinical Data Manager • Data Project Officer • Business and Data Analyst
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Approved by:	Senior Program Manager
Date approved:	25.09.26
Reviewed by P&C:	25.09.26