

Job Description



Position Title	Program Manager	Level	C
Reports to (role)	Head, BREATH Team	Career Stream	Program
Team	Building Respiratory Equity for Aboriginal and Torres Strait Islander Health (BREATH) Team		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

This position will work closely with the team head to provide program management oversight and coordination to a broad range of projects, including cohort, clinical trial and implementation science research studies, and knowledge translational research projects within the BREATH Team. This position will manage all day-to-day activities relating to the team's research portfolio from planning through implementation and completion, including finance and grants management, multi-centre research administration, stakeholder engagement as well as staff management.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Project Management and Governance	- Develop and facilitate the utilisation of suitable project management frameworks and procedures to guide successful project delivery. - Ensure program governance mechanisms are in place for all projects in the portfolio including ethics requirements, research governance, agreements, risk management, reporting and compliance with funding and contractual obligations - Coordinate grant submissions on behalf of the team for funding opportunities including government, philanthropic or other sources. - Oversee legal agreements and contracts for the program, working closely with the Institute's legal and procurement teams. - Provide high-quality written documents including briefing notes, grant applications and reports and project management documentation.	- Feedback from Team Head. - Clear workplans and milestones developed. - Projects are planned, resourced and implemented to quality standards and within agreed scope. - Compliance with Institute policies. - Changes to project scope are identified and managed to ensure that project outputs are being delivered on time according to the project plan and contract requirements. - Contracts and agreements in place for

	• Develop policies and procedures to guide projects within the team and ensure compliance with all Institute policies and procedures where applicable. • Maintain oversight of research risks, mitigation strategies and emerging issues. • Use initiative and demonstrate leadership to assist with strategic direction and framing of the research program.	projects (where required) • Formal and informal feedback from internal and external stakeholders. • Maintain comprehensive and highly organised record systems.
Financial and Grant Management	• Manage the development of budgets, forecasting and financial management/reporting for the research program. • Review financials on a regular basis, ensuring the team lead is advised of potential underspend/ overruns in a timely manner. • Ensure compliance with funding bodies' policies and procedures. • Seek out and assist in applying for new funding opportunities. • Prepare reports (budgetary, status etc.) as required.	• Feedback from funding agencies and Finance team. • Contracts/agreements in place for all research projects (where required). Accurate and timely budgets and reports.
Stakeholder Management and Collaboration	• Engage with national and international collaborators and external organisations (such as universities, funding bodies, government partners) across the program. • Arrange and support meetings, events or visitors as required. • Promote and share the program's research outcomes and impact, internally and externally. • Develop and maintain strong working relationships with colleagues and research project site staff, service providers and communities. • Coordinate/chair regular team meetings, and other meetings as needed.	• Accurate, timely and high-quality advice provided to Team Head. • Successful engagement of collaborators. • Formal and informal feedback from internal and external stakeholders.
Leadership	• 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. • Maintain effective communication with direct reports to ensure advice provided and decisions made are well informed. • Hold direct reports accountable to their responsibilities and results. • Be a role model for effective and positive leadership which is ethical, inclusive, results driven and future oriented. • 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.	• Staff understand and embrace organisational culture, directions, goals and client service ethos. • Staff are aware of their responsibilities and expectations in their roles. • Staff feel supported, engaged and safe to raise concerns.

	• Foster a culture of transparent, effective, timely and appropriate internal and external communication. • Effectively manage change management processes, encouraging innovation, diversity and continuous improvement. • Support the professional development of staff through coaching, mentoring, training and collaboration opportunities.	
Workplace Safety	• 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. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Institute policies and procedures.	• Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications:	• Undergraduate qualification in a relevant field. • Postdoctoral degree in respiratory health or similar field (desirable). • Project management qualification (desirable).
Essential Skills, Knowledge & Experience:	• Highly developed project planning, coordination, and management skills; ability to lead the development and implementation of multiple research projects. • Knowledge of working in Aboriginal health research and demonstrated empathy and respect for Aboriginal culture. • Demonstrated ability to set goals, develop priorities and meet deadlines. • Excellent financial stewardship and financial management of diverse funding bodies. • Ability to simultaneously coordinate and deliver multiple projects/strategic opportunities, which may be complex and interconnected. • Ability to lead and work as part of a high-performing team in a complex and changing environment. • Ability to facilitate stakeholder engagement and uptake of research outcomes. • Excellent level of interpersonal, written and oral communication skills. • Working with children check prior to commencement will be mandatory.
Desirable Skills, Knowledge & Experience:	• Knowledge of GCP principles and guidelines. • Experience in laboratory research, including primary cell culture and transcriptomics analysis. • Database creation and management skills.



	• Sound knowledge of Human Ethics, governance and research compliance in Australia.
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DIRECT REPORTS	Research Assistant x 1 Senior Research Officer x 1 Senior Project Coordinator x 1 Senior Aboriginal Project Officer x 1 Clinical Nurse x 1 Research Nurse x 1
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Approved by:	<i>Program Head, Respiratory Health</i>
Date approved:	07.01.2025
Reviewed by P&C:	12.10.2026