Job Description

Position Title	Program Manager	Level	C
Reports to (role)	Head, Developmental Science of Mental Health	Career Stream	Program
Team	Development Science of Mental Health		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The purpose of this role is to support strategic projects and manage the day-to-day operations of a growing, multidisciplinary research team focused on leveraging new technologies and applying advanced statistical methods to address the development of mental health across childhood/adolescence and within families. This role will be required to work with local, national, and international, stakeholders and across the research team to support grants, research, and project management to ensure the team delivers high-quality research outcomes. The Program Manager will support the Team Lead by providing support and leadership, project management, financial management, research translation, community engagement and program efficiency and sustainability.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Strategic Initiatives	In conjunction with the Team Head: • Support the overall shaping of the strategic direction of the research team. • Participate and contribute to strategic planning processes. • Identify and pursue opportunities for new research collaborations and funding in Australia and globally. • Initiate and support public facing presence: university, social media and web-page presence of the team as the team develops.	• Planning and implementation of strategic initiatives is supported. • Diversification of funding sources. • Quality of research grant applications. • Increased connections within universities and other research groups.
Project Management and Governance	• Under the direction of the Team Head, manage and oversee all aspects of project planning, development and establishment for a range of research projects. • Develop and monitor detailed study work plans outlining timeframes and deadlines. • Provide high quality written documents including briefing notes, grant applications	• Feedback from Team Head. • Clear workplans and milestones developed. • Projects are planned, resourced and implemented to quality

		standards and within agreed scope.
	and reports and project management documentation. • Ensure project governance mechanisms are in place for all projects in the portfolio including Ethics requirements, research governance, risk management, reporting, and compliance with funding and contractual obligations. • 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. • Maintain effective communication with all team members to ensure advice provided and decisions made are well informed. • Support the team's use of OSF and other research practices fostering transparency, accessibility, and open research.	• 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. • Formal and informal feedback from internal and external stakeholders. • Record systems are comprehensive and highly organised.
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 Head is advised of potential underspend/ overruns in a timely manner. • Monitor the allocation and direct the resources within the team to ensure the achievement of deliverables articulated within applicable Work Plans and identified projects. • Seek out and assist in applying for new funding opportunities. • Ensure compliance with funding bodies' policies and procedures. • Prepare reports (budgetary, status etc.) as required. • Manage legal agreements and contracts for the program, working closely with the Institute's Legal and Procurement teams.	• Sound financial management. • 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	• Promote and share the program's research outcomes and impact internally and externally, including making outputs and materials accessible to researchers and the public. • Establish and maintain internal/external stakeholder relationships through effective communication, negotiation and issue management to engage stakeholders, in order to develop new initiatives and ensure successful outcomes of research projects. • Arrange and support meetings, events or visitors as required.	• Accurate, timely and high-quality advice provided to Team Head and researchers. • Successful engagement of collaborators. • Formal and informal feedback from Team head, and internal and external stakeholders. • Acknowledged as working collaboratively and effectively.

	• Coordinate/chair weekly team meetings, quarterly project steering group and other meetings as needed. • Develop and maintain strong working relationships with service providers and communities, colleagues and research project site staff. • Foster a culture of transparent, rigorous, and open research practices. • Support students, volunteers and external visitors to the team and support the promotion of their research. • Undertake professional development training as required for specific projects.	
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. • 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.	• Staff understand and embrace organisational culture, directions, goals and client service ethos of our relationships and outputs. • 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. • Lead and champion behaviours the 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 pro-actively. • Open and transparent reporting of health, safety and psychosocial incidents within area of responsibility.

Qualifications:	Tertiary qualification in a relevant science, health related or business management field.
Essential Skills, Knowledge & Experience:	• Relevant experience in an administrative, project management, business capacity, funding, and/or clinical research role. • Superior people skills with the ability to develop strong internal and external relationships. • Proven capacity to manage budgets and grants in complex funding environments. • Highly developed project planning, coordination, and management skills. • Ability to simultaneously coordinate and deliver multiple projects/strategic opportunities, which may be complex and interconnected. • Excellent organisational skills, flexibility and ability to set priorities and meet competing deadlines. • Ability to lead and work as part of a high-performing team in a changing and complex environment. • Outstanding written and verbal communication skills. • Demonstrated ability to be self-motivated and work autonomously and as part of a team, with a flexible, positive and collaborative approach.
Desirable Skills, Knowledge & Experience:	• Recognised project management training/certification. • Relevant experience in one or more of the following topic areas (as project manager or experience working in the area): developmental psychology, clinical psychology, family sociology, epidemiology, public health, statistics, quantitative sciences, grant making/acquisition.

DIRECT REPORTS	0

Approved by:	*Head, Developmental Science of Mental Health*
Date approved:	*05.09.25*
Reviewed by P&C:	*05.09.25*