

Job Description



Position Title	Manager Capacity Building	Level	C
Reports to (role)	Head - Kulunga	Career Stream	Professional
Team	Kulunga Aboriginal Unit		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Manager Capacity Building works closely with the Head - Kulunga in the operationalisation and achievement of key priorities and goals outlined in the Institute's Research Imagined Strategic Plan (2025-2035). In consultation with the Head Kulunga, this role will lead the implementation of the Aboriginal Employment Career Development (AECD) Strategy in line with key objectives of the Reconciliation Action Plan (RAP).

Key priorities for this position is to:

1. Oversee the implementation of the AECD;
2. Build, create and manage networks and relationships with key stakeholders both internally and externally;
3. Implement capacity and capability initiatives to strengthen and enhance the skills of all staff and students - building a meaningful career and academic pathway
4. Project Manage a number of key capacity building initiatives including reporting and implementation of special projects.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Stakeholder Engagement and Collaboration	<ul style="list-style-type: none">• Develop and maintain strong working relationships with internal and external stakeholders and communities.• Build and develop positive and mutually beneficial relationships with relevant external stakeholders, policy makers and community groups.• Support a culture of excellence in Aboriginal health research.	<ul style="list-style-type: none">• Positive feedback from project stakeholders, collaborators and colleagues.• Successful engagement with collaborators.
Improvement Programs and Project Management	<ul style="list-style-type: none">• Take the lead in the development, implementation and reporting of the Aboriginal Employment & Career Development Strategy.	<ul style="list-style-type: none">• High quality outputs that are responsive, applicable to stakeholder needs and

	<ul style="list-style-type: none"> • Work with the Head of Kulunga to deliver special projects and programs including project plans and reporting (both verbally & written). • Support Kulunga to deliver better value and greater efficiency through the identification and elimination of unnecessary complexity within business processes. • Review, develop and implement Kulunga improvement programs and projects in line with agreed project management processes. • Work in partnership with People & Culture to support the delivery of evidence-based, culturally respectful, and relevant training recruitment and onboarding strategies and relevant activities. • Actively represent the institute at relevant forums, seminars and conferences. 	<p>comply with all relevant regulatory requirements.</p> <ul style="list-style-type: none"> • Positive feedback from project stakeholders and collaborators. • Support the evaluation of activities through accurate documentation and record keeping. • Meet all project milestones as agreed by the Head Kulunga.
Capacity Building	<ul style="list-style-type: none"> • Develop and deliver capacity and capability initiatives to strengthen and enhance the skills of all staff with a particular focus on the career pathway for Aboriginal and Torres Strait Islander people working in the Institute. • Build and maintain awareness of student funding support schemes, specifically schemes open to Aboriginal and Torres Strait Islander students. • Oversee The Kids Aboriginal student program to enhance academic excellence across research pathways. • Lead the development and delivery of events and programs in line with The Kids Strategic Plan, AECDS and identified Aboriginal community need. 	<ul style="list-style-type: none"> • Feedback from supervisor and stakeholders • Meet AECDS deliverables.
Leadership	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • 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. 	
Workplace Safety	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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

Pursuant of Section 50(d) of the Equal Employment Opportunities Act 1984, the occupant of this position must be of Australian Aboriginal and Torres Strait Islander descent.

Qualifications:	<ul style="list-style-type: none"> • Minimum of a diploma in vocational education and training, project management, health or social sciences, health care or other relevant discipline. • Undergraduate degree in health or medical science or related field or relevant experience (desirable).
Essential Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Relevant experience in an administrative, project management or business capacity. • An understanding and ability to articulate Aboriginal self-determination, community advancement and capacity building. • A highly developed understanding of Aboriginal research, research design and application across diverse cultural settings. • Experience in managing research projects, including grant and ethics processes, encompassing multiple stakeholders with a

	<p>clear track record of success in completing key objectives on-time and within budget.</p> <ul style="list-style-type: none"> • High level written and verbal skills • Highly organised with demonstrable experience creating and maintaining complex filing or record keeping systems • Comprehensive knowledge and understanding of Aboriginal culture. • Experience in the delivery and facilitation of training activities. • Understanding of academic pathways including Higher Degree by Research programs. • Ability to work independently, take initiative, and work within a team. • Excellent verbal and written communication skills, including demonstrated interpersonal skills and a proactive attitude to relationship building with relevant stakeholders. • Evidence of well-developed problem-solving ability. • Experience working in Indigenous health or other low-resource settings. • Demonstrated ability to work with culturally and linguistically diverse people.
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DIRECT REPORTS	Capacity Building team (inc. Coordinator, Capacity Building Officer)
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Approved by:	Head, Kulunga
Date approved:	17 September 2025
Reviewed by P&C:	17 September 2025