

PROJECT MANAGER

Job No. 4364



The University of Newcastle is an equal opportunity employer committed to equity, diversity and social inclusion. Women and Aboriginal and Torres Strait Islander candidates are particularly encouraged to apply.

As part of the University's commitment to increasing Indigenous employment within its workforce, this role is a targeted Aboriginal and Torres Strait Islander position. The University holds an exemption under Section 126 of the Anti-Discrimination Act 1977 (NSW) in relation to its targeted recruiting programs. Please note that both Indigenous and non-Indigenous candidates can apply, however priority will be given to Indigenous candidates who can demonstrate their Indigenous heritage and successfully meet the selection criteria.

- Priority role for Indigenous candidates
- Fixed term contract for 12 months
- Based in Coffs Harbour, NSW

Be challenged and imagine with us

The iSISTAQUIT (implementing – Supporting Indigenous Smokers to Assist Quitting) project addresses an issue of utmost importance to public health – tobacco smoking in pregnant Indigenous women. By addressing smoking among Indigenous women during pregnancy, a single intervention could help prevent disease in two people – mother and child – and make significant inroads into tackling the health disparity between Indigenous and non-Indigenous populations.

This is a full-time, fixed term position for 12 months and is based in Coffs Harbour. Travel is a requirement of the role to engage, consult and support First Nations People and their services Australia-wide.

How will you inspire us?

You will be an experienced leader with highly effective communication skills. Your work experience will show consistent achievement of project milestones and the delivery of measurable project outcomes. In addition, you will also manage stakeholder engagement, ethics applications and reporting for the Dept. of Health funded iSISTAQUIT project.

Knowledge of and professional experience working with the Aboriginal Community Controlled Health Services sector along with experience in consulting with Peak organisations, policy makers, Aboriginal communities or Peak Bodies, is preferred.

Conditions & Benefits

HEW Level 8 - \$98,680 to \$115,126 plus Superannuation Guarantee contributions will be made to Unisuper with this appointment

A range of flexible salary packaging options is also available.

Additional information on benefits and conditions of employment is available via these links;

<http://www.newcastle.edu.au/about-uon/jobs-at-uon/benefits-at-a-glance>

<http://www.newcastle.edu.au/about-uon/jobs-at-uon>

For additional information on the position contact Gina Laherafuentes, Acting Project Officer on 0456001329 or via email at gina.laherafuentes@newcastle.edu.au

Submitting your application

Please note: your application must include;

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- a statement addressing the selection criteria (4 pages max)
- your CV with contact details for three relevant referees.

Before submitting your application please read the important information and useful tips on what to include - available via this link: [Submitting your application](#)

Additional information about our application process is available via this link: [Application Process](#)

If you have any difficulties uploading your application please telephone HR Services (+61 2)4033 9999 - and press 2- during business hours (AEST) or email: employment@newcastle.edu.au

POSITION DESCRIPTION

Position Title	Project Manager
Academic Level	HEW 8
School / Unit	School of Medicine & Public Health
Faculty / Division	Faculty of Health & Medicine, Centre for Cancer Research, Innovation and Translation
Reports to	A/Prof Gillian Gould NHMCR and CINSW Translating Research into Practice (TRIP) Fellow, Chief Investigator iSISTAQUIT
Direct Reports	3
Indirect Reports	
Contract Type	Full time fixed term for 12 months with possibility to extend Location: Coffs Harbour

PURPOSE

To provide high level research support and deliver project objectives within agreed scope, cost, time, risk and quality through pro-active day to day management of projects, manage internal and external communications, ethics applications, documentation, and reporting for the Dept. of Health funded iSISTAQUIT project and similar activities as required for all associated projects.

RESPONSIBILITIES

Without limiting the generality of the foregoing, the Project Manager will:

1. Oversee the day-to-day management of iSISTAQUIT and associated pilot projects under the supervision and direction of the Chief Investigator of iSISTAQUIT (A/Prof Gillian Gould)
2. Deliver project objectives within agreed scope, cost, time, risk and quality through pro-active day-to-day management of projects, manage internal and external communications, ethics applications, documentation, and reporting
3. Contribute to planning the iSISTAQUIT engagement strategy and co-ordinate stakeholder engagement with participating services, peak bodies, and advisory panels.
4. Supervise and co-ordinate the work of other personnel engaged on the research projects
5. Set up excellent management processes and structures including quality assurance, risk management, and communications, and performance reviews of staff
6. Manage ongoing project start-up activities namely fit out of leased premises, and

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- recruitment of staff and students
7. Prepare briefs and manage the tendering process for parts of the project to be outsourced, namely social media campaign, educational resource redesign, and website.
 8. Contribute to the content of the iSISTAQUIT implementation and oversee the support of services participating in iSISTAQUIT
 9. Contribute to planning and implementing the successful development of the social media campaign
 10. Prepare research publications and conference presentations related to iSISTAQUIT and other pilot projects including reviews of the literature.

OVERVIEW OF UNIT/SCHOOL AND POSITION CONTEXT

The University of Newcastle stands as a global leader distinguished by a commitment to equity and excellence. Our vision is to be a world-leading University for our regions and creating a better future for our regions and the globe. Underpinned by this vision and our values of excellence, equity, engagement and sustainability, the [University of Newcastle's Looking Ahead Strategic Plan 2020-2025](#) outlines the University's commitment to delivering an exceptional student experience and serving our communities.

The Faculty of Health and Medicine is an innovative and dynamic research intensive faculty, which is passionate about excellence, equity and engagement globally and regionally. In collaboration with our external partners and stakeholders, the Faculty strives to make a difference by creating new knowledge, preparing exemplary, career ready health care and health research professionals, and producing world-leading research that builds capacity for excellence in health care intervention.

This position will enable the Faculty and its schools to build our capacity to be a key employer of choice as inclusivity and equality will be transparently integrated into everyday practice.

Within the School of Medicine and Public Health, Faculty of Health and Medicine at University of Newcastle, there is a team that is implementing interventions for Aboriginal women pregnant smokers, and this role is located in a new centre in Coffs Harbour

OVERVIEW OF iSISTAQUIT

The iSISTAQUIT project addresses an issue of utmost importance to public health – tobacco smoking in pregnant Indigenous women. More than three times the number of pregnant women in Australia's Indigenous population smoke compared to the non-Indigenous population (43% vs 12%). By addressing smoking among Indigenous women during pregnancy, a single intervention could help prevent disease in two people – mother and child – and make significant inroads into tackling the health disparity between Indigenous and non-Indigenous populations. iSISTAQUIT is designed to increase smoking cessation rates among expectant Indigenous mothers, by providing training and feedback for healthcare providers at Aboriginal Medical Services and mainstream services in the delivery of culturally competent evidence based smoking cessation care.

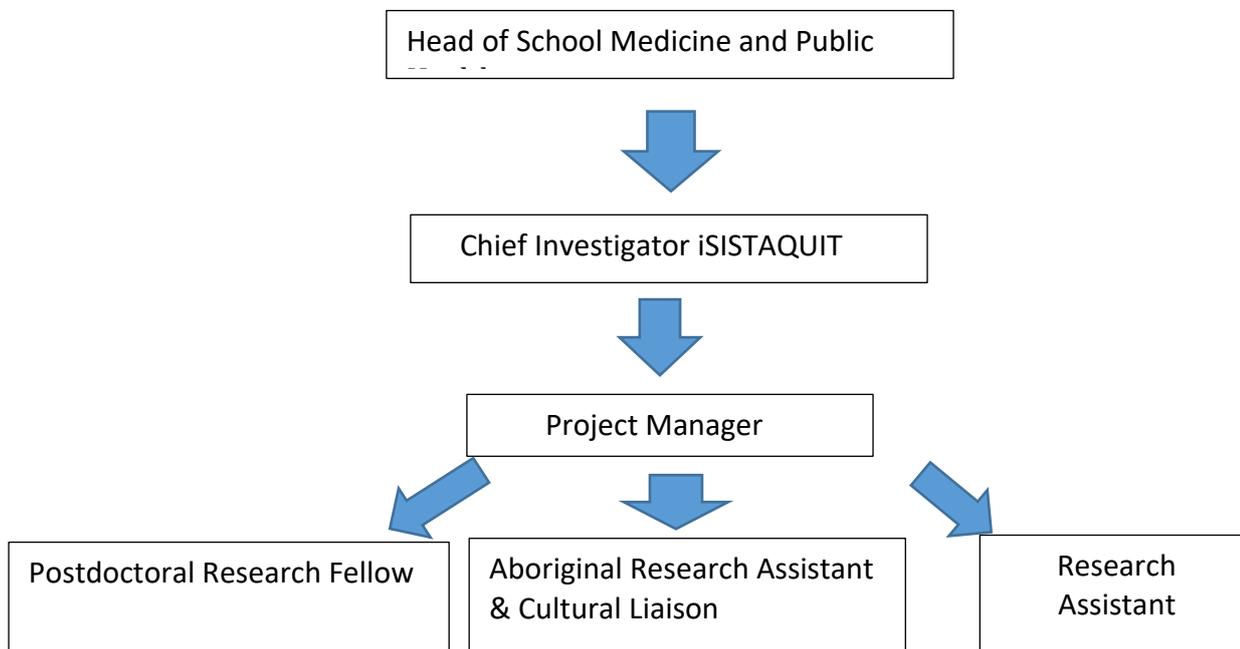
The project aims to roll out the iSISTAQUIT training using an implementation designed study involving ~20 urban and regional Aboriginal Medical Services or primary care services in a number of states. The project will include a social media campaign and the analysis of three existing Tackling Indigenous Smoking projects for evidence-base. The research will be operationalised from a new regional centre in Coffs Harbour.

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ORGANISATION CHART



ROLE RESPONSIBILITIES AND ACTIVITIES

Area of accountability	Core Responsibilities & Typical Activities	Measures of Performance
Research and Innovation	<p>Contribute significantly to the development of projects, including the development of recruitment procedures, reviews of the literature, development of measurement instruments and survey tools (including site software templates), development of study manuals and protocols, development of the on-line version of the intervention, and the social media campaign.</p> <p>Oversee, write and submit ethics applications and revisions</p> <p>Develop site recruitment plan and assist in recruiting project sites according to the criteria Australia wide</p> <p>Oversee the communications strategy and engagement plan for all aspects of the projects</p> <p>Oversee the implementation of the research in participating services as outlined in the approved ethics protocols.</p>	<p>Project materials prepared to a high standard and suitable for purpose</p> <p>Required level of services recruited to studies/projects</p> <p>Training and support of RF on time and to a high standard</p> <p>Data collected and managed appropriately and accurately</p> <p>Quality feedback from stakeholders, staff, PhD students and management.</p>

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	<p>Oversee and support the services and service staff in study sites</p> <p>Oversee data collection including data entry. Submit applications for external funding sources including project grants and research fellowships Prepare and submit scientific papers.</p> <p>Prepare and present papers at conferences</p>	<p>Interviews and surveys undertaken according to agreed project plan, sensitively and in a timely manner</p>
	<p>Prepare and present papers at conferences</p>	<p>Reports produced accurately and on time</p>
Project Management	<p>Oversee the day to day activities required for iSISTAQUIT and associated pilot projects and grants</p> <p>Deliver project objectives within agreed scope, cost, time, risk and quality through pro-active day to day management of projects, manage internal and external communications, ethics applications, documentation, and reporting</p> <p>Oversee stakeholder engagement and communications. Liaise appropriately with other team members, investigators, study sites and stakeholders to support the outcomes of the projects Document expenditure and prepare budget reports</p>	<p>Accurate and timely acquittal of budgets and expenditure</p> <p>Quality feedback from staff, investigators and stakeholders</p>
Mentoring	<p>Assist with the mentoring of staff and research higher degree students, if applicable</p>	<p>Quality feedback from stakeholders, staff, PhD students and management.</p>

SKILLS AND EXPERIENCE

Organisational Knowledge	<p>Proficiency and knowledge and clear understanding of work area's existing rules, regulations, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.</p>
Professional / Industry Knowledge	<p>Knowledge of and experience working with the Aboriginal Community Controlled Health Services. Professional experience in consulting with Peak organisations, policy makers, Aboriginal communities or Peak Bodies.</p>

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Level of supervision / independence	Ability working independently and as part of a team with other project staff and Chief Investigators. Ability to supervise various staff: Aboriginal Research Assistant, Postdoctoral Research Fellow, Administrative Assistant, other Research Assistants as appointed.
Problem solving and judgement	Ability to work independently and problem solve issues. Have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected.
Key relationships (internal & external) & immediate team	Ability to develop respectful relationships with the School of Medicine and Public Health, Aboriginal Community Controlled Health Services Sector, Aboriginal Health Peak Bodies, professional organisations, and State Health organisations.
Challenges	Managing and pre-empting potential risks and delays.
Special Characteristics	Travel will be required to consult and support Aboriginal and other Services Australia wide. Flexible work arrangement will be considered.
WWC Check Required	No
Criminal Record Check required	Yes

EXPECTED BEHAVIOURS

The role is expected to display personal qualities and behaviours consistent with a Middle Leader as outlined in the Leadership Framework.

The UON Leadership framework describes six leadership capabilities for both academic and professional staff. At UON leaders; shape the future, engage beyond the University, work collaboratively, strive for excellence, drive performance and show courage and respect.

At UON we recognise that while leaders exist at all levels, people face different challenges and demands depending on their leadership level. For each Leadership Capability the behaviours reflect how each capability can be observed at different leadership levels in the University.

INHERENT REQUIREMENTS

This Position Description outlines the major accountabilities/responsibilities and the selection criteria against which candidate's suitability for the position are assessed. As such there are specific job requirements that are referred to as Inherent Requirements. Inherent Requirements refer the ability of the candidate/incumbent to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;

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- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to own or others health, safety and welfare at work.

An applicant who has any injuries, illness, disorder, impairment, condition or incapacity that may affect the ability to perform the inherent requirements of the position are encouraged to discuss this with the University to assist in the process of identifying reasonable adjustments that may be required to enable the candidate/incumbent to perform the duties of the position.

ESSENTIAL CRITERIA

- Extensive experience in working in Indigenous health research or projects, related to tobacco or other addictive behaviours in the community.
- Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training
- Demonstrated experience in leadership and management of research or health projects with a focus on effective outcomes.
- Demonstrated experience in Aboriginal or Indigenous stakeholder engagement across national and international projects.
- Skills or experience in Indigenous health or working with high priority populations, or with populations experiencing tobacco smoking or drug and alcohol addiction.
- Outstanding communication and interpersonal skills including the capacity to build relationships and an inter-disciplinary way of working, in areas of complexity.
- Demonstrated ability to show leadership and exceptional interpersonal skills by empowering staff to meet high standards and delivery of targets whilst actively managing performance and KPIs to achieve positive outcomes.
- Demonstrated excellence in written communications, publications and reports.
- Excellent computer skills.
- Demonstrated knowledge of workplace obligations to, and experience in leading and cultivating workplace practices and behaviours that promote, support and maintain a safe, healthy, equitable, diverse and respectful workplace; including responding appropriately to adverse accidents, incidents, behaviours, issues, reports and the like.

DESIRABLE CRITERIA

- Aboriginal or Torres Strait Islander person.
- Non-smoker (being a positive role model is important to this role).
- Quantitative and/or qualitative research experience in the areas of health behaviour change, public health, tobacco or substance use.