

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



<b>Why is this Job Description being written?</b>		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
<b>POSITION DETAILS:</b>		<b>Position Title:</b> PROJECT COORDINATOR		
<b>Division:</b>	Early Environment, Aboriginal Health	<b>Research Group:</b>	Ear Health Team, Wesfarmers Centre for Vaccines and Infectious Diseases	
<b>Position reports to: (role)</b>	Dr Chris Brennan-Jones, NHMRC Early Career Fellow			
<b>Location:</b> <i>include all possible locations</i>		<b>Location:</b> <i>include all possible locations</i>		
<b>POSITION PURPOSE:</b> In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, <b>what</b> this role does and <b>why</b>				
This position will coordinate the day-to-day activities of Urban Aboriginal Ear Health Program.				
<b>KEY RESPONSIBILITY AREAS</b> <i>(Please list in order of importance)</i>				
<b>Key Position Accountabilities</b> What are the main areas for which the position is accountable	<b>% of Total Role</b>	<b>Inputs:</b> What are the key activities or tasks to be carried out?	<b>Outputs:</b> What are the expected end results?	<b>Measures:</b> How it is measured

<b>Research Management</b>	50%	<ul style="list-style-type: none"> <li>• Document study procedures including eligibility criteria</li> <li>• Submit ethics applications and amendments.</li> <li>• Submit and ensure all governance procedures are compliant for the project</li> <li>• Collection of study related data according to the study protocol with adherence to GCP guidelines</li> <li>• Ensure study related documentation is accurate and updated regularly</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure best practice methodology and process</li> <li>• Adherence to ethics</li> <li>• Ensure that data is accurately collected and entered into the source document and database</li> </ul>	<ul style="list-style-type: none"> <li>• Outcomes- data meets project objectives</li> <li>• Feed outcomes into broader Ear Health Program</li> <li>• Measured by favourable feedback from team members and stakeholders</li> </ul>
<b>Information Technology</b>	20%	<ul style="list-style-type: none"> <li>• Database development to document data</li> <li>• Data management incl. data entry, data cleaning, data extraction and data summary</li> <li>• Word processing</li> <li>• Accessing email and websites</li> <li>• Conduct primary analyses of data</li> </ul>	<ul style="list-style-type: none"> <li>• Efficient skills for compliance with electronic data capture and software programs</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from team members at regular team and project meetings</li> <li>• Measured by favourable feedback from Program Coordinator about quality of data output</li> </ul>

<p><b>Communication</b></p>	<p>20%</p>	<ul style="list-style-type: none"> <li>• Communicate and liaise with line manager and multi-disciplinary team</li> <li>• Disseminate information throughout research group</li> <li>• Communicate and liaise with external stakeholders</li> <li>• Communicate with local ethics committee and other relevant departments</li> <li>• Contribute to the production of annual and other reports</li> <li>• Attend seminars, conferences and workshops as required and present study results</li> <li>• Draft report of study outcomes</li> <li>• Communicate with members of Aboriginal communities as needed</li> <li>• Produce quarterly reports of project for investigator team and consumer groups</li> </ul>	<ul style="list-style-type: none"> <li>• Effective communication with team members and stakeholders</li> <li>• Regular project updates to assist with the coordination of the broader Ear Health Program</li> <li>• Establish and maintain good rapport with stakeholders</li> <li>• Report on procedures and outcomes as needed</li> <li>• Update on seminars conferences and workshops attended</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from team members at regular team and project meetings</li> <li>• Feedback from stakeholders</li> <li>• Ensure audit doesn't breach ethics</li> </ul>
<p><b>Planning and Development</b></p>	<p>10%</p>	<ul style="list-style-type: none"> <li>• Contribute to future project development</li> <li>• Link and support other projects under Ear Health Program as required</li> <li>• Investigate grant availability</li> <li>• Demonstrate a commitment to continuing professional development and participate in performance review/appraisal</li> </ul>	<ul style="list-style-type: none"> <li>• Efficient completion of project</li> <li>• Develop timeline for project activities</li> <li>• Participate in ongoing project development</li> <li>• Maintain interest in professional development as per GPS</li> </ul>	<ul style="list-style-type: none"> <li>• Measured by regular meetings with CI/supervisors</li> <li>• Meet deadlines for project activities as per project timeline</li> <li>• Undertake professional development as approved by Project CI</li> </ul>
<p><b>ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:</b></p>				
<p><b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role</p>		<ul style="list-style-type: none"> <li>• Evidence of a degree or similar experience in project management</li> </ul>		

<p><b>Skills, Knowledge &amp; Experience:</b></p>	<ul style="list-style-type: none"> <li>• Experience in Aboriginal child health</li> <li>• Demonstrated empathy and respect for Aboriginal culture</li> <li>• Involvement in Health Research projects including study design, data collection and data management</li> <li>• Ability to work within a multi-disciplinary team</li> <li>• Experience with Ethics application process</li> <li>• High level of interpersonal, verbal and written communication skills</li> <li>• Basic knowledge and interest in ear health</li> <li>• Self –management and high personal motivation</li> <li>• Computer literacy – familiarity with computer systems including excel and electronic data capture</li> </ul>
<p><b>DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:</b></p>	
<p><b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role</p>	
<p><b>Skills, Knowledge &amp; Experience:</b></p>	<ul style="list-style-type: none"> <li>• Experience working with Aboriginal communities and Aboriginal health workers around WA</li> <li>• Health promotion/education/clinical experience</li> <li>• Preparedness to continue training towards increasing competencies</li> <li>• Knowledge of GCP principles and guidelines</li> </ul>
<p><b>SCOPE:</b></p>	
<p><b>Financial accountability:</b> Does this role have accountability for a budget?</p>	
<ul style="list-style-type: none"> <li>• Yes</li> </ul>	
<p><b>People responsibility:</b> Does this role have any direct reports or indirect reports (through direct reports)?</p>	

No. of direct reports	3	No. of indirect reports	0
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**ORGANISATIONAL CHART:** (please complete using position titles or insert diagram below)

Next level of supervision

Program Head,  
Infections and  
Vaccines

Immediate level of supervision

Dr Chris Brennan-  
Jones,  
Ear Health Team

Other roles reporting to immediate supervisor

		Project Coordinator, Ear Portal			
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Direct reports (role x no.)

	Students and Volunteers	Research Assistants			
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**ADDITIONAL INFORMATION:** is there any additional information that needs to be understood to explain this role?

This is a fulltime position for one year, with possibility of extension subject to funding.