



Position Description

POSITION TITLE: Program Manager
LOCATION: SAHMRI, North Terrace
REPORTS TO: ACRA Research Manager
DEPARTMENT: SAHMRI, Women and Kids

PURPOSE AND SCOPE OF THE POSITION

The SAHMRI Women and Kids (SWK) Theme aims to improve the health and wellbeing of women and families to enable children to reach their full potential by assisting access to quality health and wellbeing care. Within SWK the Aboriginal Families and Communities Health Research Alliance (ACRA) brings together researchers, Aboriginal community members, policymakers, and service providers to facilitate community-driven, culturally respectful research to benefit the intergenerational health and wellbeing of Aboriginal families and communities.

This position has been created to support the establishment and ongoing research, capacity-building, partnerships and knowledge translation activities of a MRFF Indigenous Health Research grant. This research aims to bolster Aboriginal people during life transitions, including through adolescence and early parenting. The Care and Connect Pathways program will include a range of supportive activities, programs and interventions that can improve the health and wellbeing outcomes and reduce the impact of inequities for Aboriginal people. We also aim to inform national, and state based maternal and child health strategies and provide recommendations for Indigenous populations globally.

Working as part of a larger research team, the Program Manager will assist the study leadership by playing a key role in establishing, implementing, overseeing, and monitoring the ongoing success of this complex multi-disciplinary program across Adelaide metro and regional sites, working with Aboriginal Community Controlled Organisations, mainstream services and community. The Program Manager will build and maintain positive relationships with multiple stakeholders including grant investigators, research teams, support personnel, Aboriginal governing groups, committees, community groups and organisations, study participants and families, and other relevant stakeholders across South Australia (SA). The position will work under the guidance of a research manager and grant investigators to ensure ongoing success and stakeholder engagement in the project through multiple phases and successful provision of all deliverables.

The role is based in South Australia (SA) and will require some travel to regional areas, to monitor and strengthen relationships. The position will report to the ACRA Research Manager, with strategic direction provided by ACRA Leadership.



KEY RESPONSIBILITIES

The specific duties include:

- Ethical conduct: Ensure the research is congruent with world best practice (e.g. NHMRC, Accord).
- Project coordination & management: Establishing, implementing, and monitoring the program streams via planning, internal and external communication strategies and ensure all reporting requirements are met throughout the life of the project.
- Day-to-day coordination of the research activities including at research sites, and during all phases of research (e.g. recruitment and data collection periods, monitoring).
- Team management: Lead, supervise, and support staff, fostering productive working relationships and contributing to performance and development.
- Stakeholder relationships: Establish and maintain collaborative relationships with project investigators, governing groups and other key internal and external stakeholders.
- Capacity building: and guidance for staff and students, including Aboriginal and Torres Strait Islander staff and students.
- Site auditing and monitoring: Contribute to planning project phases, monitor overall and site-specific progress, and implement regular, timely auditing of activities and quality outputs.
- Reporting: Prepare and deliver timely progress reports to investigators, ethics and governance committees, funders, and stakeholders, including contribution to publication development.
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work. Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines.
- Proactively support a culture of innovation and excellence that ensures delivery of specific outcomes through a shared sense of purpose with the rest of the team.
- Participate in special projects to continuously improve processes, tools, systems and organisation.
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy**.

SPECIAL REQUIREMENTS

- Some out of hours work may be required.
- DCSI Employment Screening and Police Checks may be required.
- Regular travel between work and study sites across South Australia will be required.
- A current driver's licence is required.
- SAHMRI is required to implement the [Addressing vaccine preventable disease: Occupational assessment, screening and vaccination policy](#) for SAHMRI employees carrying out work in any SA Health Facility.
 - Immunisation Risk for this position is - Category A (direct contact with blood or body substances)



Person Specification

QUALIFICATIONS

- Higher degree in public health, psychology, or other appropriate discipline, and/or equivalent relevant experience in a research environment, preferably Aboriginal and Torres Strait Islander maternal/infant, family health or community development

EXPERIENCE, KNOWLEDGE AND SKILLS

- Demonstrated experience working with Aboriginal and/or Torres Strait Islander people, preferably in the healthcare setting
- Experience working in public health and/or health services research and knowledge of the social, cultural, and historical determinants of Aboriginal social and emotional wellbeing
- Experience with project planning/ project management and management of research processes including ethics submissions, document creation, monitoring, timely reporting and governance
- Strong organisational and project management skills, including the ability to manage competing priorities, meet deadlines and coordinate multiple concurrent activities
- Practical experience in the conduct of qualitative and/or quantitative research methods
- Demonstrated personal qualities of leadership, innovation, and commitment to collaborative work practices, taking responsibility for ethical conduct of research
- Self-motivated with demonstrated capacity to work independently and collaboratively in a team environment
- Analytical and problem-solving skills, including the ability to be, resourceful, and creative
- Excellent attention to detail and methodical approach to tasks
- High level computer skills, including competence in Microsoft Office and Outlook platforms
- Excellent interpersonal, written, and oral communication skills, including experience or willingness to support present and write research findings in a variety of formats, including research snapshots, community reports, and academic publications

Desirable

- Demonstrated knowledge and understanding of social determinants of health and factors promoting cycles of intergenerational trauma, family violence and social inequity
- Experience in maternal and child health research
- Experience using REDCap electronic data capture system
- Experience undertaking analysis of qualitative and/or quantitative data
- Familiarity with research methods relevant to health research implementation in Aboriginal contexts
- Knowledge of data management and data analysis software e.g. NVIVO
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
 - **Innovation** – Bold, Driven, Dynamic
 - **Excellence** – Persistent and Focused
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun



Reconciliation Action Plan

SAHMRI creates opportunities for Aboriginal and Torres Strait Islander people in health and medical research. We are building a culturally responsive workforce across SAHMRI and include ways of working which unite the physical, spiritual and emotional wellbeing of all people. SAHMRI uses the principles of the [South Australian Aboriginal Health Research Accord](#) as a foundation for Reconciliation in everything we do and monitors the progress and impact of our plan to revise our strategies accordingly. The successful applicant should support and uphold the values of SAHMRI's reconciliation action plan. Actions detailed within and frameworks stemming from this overarching plan are central to our purpose as a leading research institute. For more information on our commitments to (what is in the RAP) see: <https://sahmri.org.au/reconciliation>.