Position Description

College/Division: ANU College of Health and Medicine
Faculty/School/Centre: Research School of Population Health
Department/Unit: National Centre for Epidemiology and Population Health
Position Title: Research Project Manager
Classification: ANU Officer Grade 7 (Research)
Position No: TBA
Responsible to: Lead, Humanitarian Health Research Initiative, Epidemiology for Policy and Practice Group
Number of positions that report to this role: Up to 2
Delegation(s) Assigned: Nil

PURPOSE STATEMENT:
Researchers at the National Centre for Epidemiology and Population Health (NCEPH) within the Research School of Population Health (RSPH) conduct innovative and multidisciplinary research in areas across the social and cultural determinants of health and wellbeing. The Humanitarian Health Research Initiative within NCEPH seeks to address the most important health challenges facing those living in the most difficult circumstances globally. We work in partnership with communities and health service providers in settings of armed conflict, infectious disease outbreaks, and complex emergencies to conduct research that contributes to real improvements in the lives of the most-disadvantaged. The Initiative addresses challenges identified as priorities by our partners and in which we have expertise – maternal and child health, family and sexual violence and emerging and neglected infectious diseases.

The Research Project Manager will play an important role in supporting the development and implementation of project partnerships and resources – human, financial and data – to enable the conduct of high-quality research.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The position will report to the Lead, Humanitarian Health Research Initiative, and work closely with other members of the Humanitarian Health Research Initiative. Working with a substantial level of independence, they will collaborate with other areas of the RSPH and Epidemiology for Policy and Practice (EPP) administration teams. Within the University, the position will work with the College Research Office, Finance team and HR. Externally, the position will work collaboratively with a range of Australian and international organisations, including ethics approval bodies, federal and state government departments, donors, local partners and non-government organisations.

Role Statement:
Under broad direction, the Research Project Manager will:

• Lead drafting of grant applications, budgets, ethics applications, amendments and reports with input from the HHRI team.
• Manage major projects including liaison with funders, ensuring milestones are met, reporting on progress, planning of outputs, and managing project expenditure.
• Assist with analysis of quantitative research data and preparation of research publications.
• Plan expenditure across multiple budget codes, advise on financial matters, reconcile monthly accounts and update budget forecasting tool.
• Identify funding opportunities, develop opportunities for engagement with funding agencies, liaise with ANU strategic initiatives and ANU philanthropy in development activities, and undertake communication, engagement and outreach with partner and end-user organisations.
• Manage research assistants (RA), including workflow, performance and oversight, act as backup for Lead of the initiative, backup for RA, recruitment and other support to program.
• Perform other duties as consistent with the classification of the position.
• Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
SELECTION CRITERIA:

- Degree in an area of public health, medicine or epidemiology, Postgraduate qualification’s and/or relevant will be highly regarded.

- Sound knowledge of quantitative research methodologies, including experience in implementation, data collection and analysis of public health research data.

- Demonstrated high level of written communication skills, including the ability to lead the drafting of project proposals, ethics applications, high quality publications and project reports.

- Highly developed organisational skills, including time-management skills, project-management skills, ability to work to a deadline, attention to detail, budgeting, and financial forecasting.

- Demonstrated high level interpersonal and communication skills, including the ability to coordinate a range of ANU and external stakeholders such as Australian and international partners, donors, government agencies and non-government organisations.

- A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

_The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position._

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<th>Supervisor/Delegate Signature:</th>
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<td>Printed Name:</td>
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**References:**

- General Staff Classification Descriptors
- Academic Minimum Standards