

A more equitable world through better health.



POSITION DETAILS

TITLE	Project Manager
CLASSIFICATION	Professional Level 6.1 – 7.5: \$95,675 - \$114,277 (dependent upon experience) + super + salary packaging
TIME FRACTION	1.0 FTE
CONTRACT TYPE	15 Month Fixed Term Parental Leave Cover
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land / Work From Home
REPORTS TO	Working Group Head, Vector Borne Diseases and Tropical Public Health
DIRECT REPORTS	Nil
LAST UPDATED	April 25

POSITION SNAPSHOT

The Project Manager will play a key role with Burnet’s Vector-borne Disease and Tropical Public Health Working Group. The role will have a focus on the planning, coordination, management and implementation of multi-institutional implementation research programs. In addition, this role will have a focus on programs that advance community education and synthesise and support policy-relevant options for decision making in Melanesia and abroad.

KEY RESPONSIBILITY AREAS

HEALTH SYSTEMS STRENGTHENING	<ul style="list-style-type: none"> • Provide expertise and technical support in operational planning, and implementation, supporting field staff, compliance with regulatory requirements, data management and analysis/reporting. • Foster the development and translation of research evidence into policy briefs that support governments, regional bodies and local organisations with evidence-based decision making. • Contribute towards the preparation or, where appropriate, individual preparation of research proposal submissions to external funding bodies.
PROJECT MANAGEMENT AND DEVELOPMENT	<ul style="list-style-type: none"> • Support the development of evidence-based programming, policy, and advocacy in the areas of Vector-Borne Diseases and Tropical Public Health. • Manage multiple projects and work effectively within a team. • Disseminate the findings of research and development activities through conference and seminar presentations, reports, and publications. • Track and contribute to project donor reports. • Ensure that in-country activities are implemented in compliance with Burnet Institute policies & procedures. • Ensure in-country program activities are implemented in a manner which is consistent with the ACFID Code of Conduct, including Child Protection, Fraud and Counter-terrorism Policies. • Overall responsibility of up-to-date files, both e files and hard copies of all key project documents including signed contracts, work plans, budgets, reports and approval documents. • Ensure systems are in place for effective in-country activity implementation.
PARTNERSHIP MANAGEMENT	<ul style="list-style-type: none"> • Support the management of partnerships across multiple countries and sectors • Facilitate an equitable partnership approach to project management and implementation
FINANCIAL AND CONTRACT MANAGEMENT	<ul style="list-style-type: none"> • Lead the co-development of project budgets and country level budgets. • Monitor project budgets in coordination with in-country staff. • Contribute to financial monitoring and analysis, supported by the in-country finance team and Melbourne finance team. • Develop research agreements, sub-contracts and consultancy agreements required for projects.
MONITORING AND EVALUATION	<ul style="list-style-type: none"> • Contribute to the development of projects, proposals and funding submissions to internal and external bodies and contribute to the financial oversight of awarded grants and funding. • Facilitate the co-development of consistent and high-quality project level M&E frameworks.

	<ul style="list-style-type: none"> • Work with the M&E staff to establish project level databases, where necessary, and accompanying data collection systems. • Quality assure project level reporting and ensure that M&E systems are adequately informing these reports. • Support the identification of professional development needs for M&E to ensure constant improvement.
PEOPLE LEADERSHIP	<ul style="list-style-type: none"> • Supervision of Project Officers and contribution to their workplan • Indirect support, supervision and mentoring of research assistants, scientific officers and project staff, at Burnet and partner organisations. • Manage HR issues with the support and guidance of HR departments as needed.
OUT OF HOURS CONTACT	Monitor, read, or respond to contact outside of work hours which relates to performance of work where reasonable.
TRAINING	Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	Master's degree in a related area (health system strengthening, public health, international development)	Essential
2.	A minimum of two years' experience in managing large financial portfolios	Essential
3.	A minimum of two years' experience managing public health projects specifically within an international development context, including working in or with resource-limited country settings	Essential
4.	A minimum of two years' experience in undertaking research or development projects in a cross-cultural context	Essential
5.	An understanding of how new public health programs may be scaled up in local communities	Preferable
6.	Demonstrated people management skills including capacity building, mentoring, and effective leadership	Preferable
7.	Experience with brokering partnerships across various country and sector settings	Preferable
8.	Implementation/research experience in resource-limited countries especially in the Indo-Pacific region	Preferable
9.	Expertise and experience in the field of health system strengthening	Preferable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE

No Contact With Children

ENQUIRIES

For enquiries, please contact careers@burnet.edu.au