

## HEW 8 Program Manager - Opportunity to cover Parental Leave to May 2027

### About this Role

The Centre of Research Excellence (CRE) ALIVEWELL in Gynaecological Cancer brings together leading researchers, clinicians, consumers, and biostatisticians to improve outcomes and quality of life for women affected by gynaecological cancers. The Program Manager plays a pivotal role in coordinating the strategic, operational, and administrative functions of the CRE, ensuring successful delivery of research, consumer engagement, and knowledge translation activities.

### Responsibilities

#### Program Leadership & Coordination

- Provide high-level program management support for the CRE, ensuring alignment with strategic objectives, timelines, and funding requirements.
- Coordinate and monitor the delivery of multidisciplinary research projects across partner institutions.
- Support the Chief Investigator and leadership team in setting priorities, developing work plans, and tracking performance.
- Lead the preparation of progress reports, milestones, and governance documentation for funders, partners, and the university.
- Coordinate and facilitate stakeholder/client/partner/industry engagement activities and initiatives.
- Develop knowledge of the existing partnerships, strategic aims, research capabilities and activities within the organisational unit to identify opportunities to build new research collaborations
- Manage the various committees within the scope of the project.

#### Stakeholder Engagement & Collaboration

- Build and maintain strong collaborative relationships with researchers, clinicians, consumers, biostatisticians, and external stakeholders.
- Facilitate consumer and community involvement in research, ensuring best-practice engagement and inclusion.
- Act as the key liaison point between the CRE leadership team, partner institutes, funding bodies, and government agencies.

### Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

### About QCGC Research

The Queensland Centre for Gynaecological Cancer is a research centre within UQCCR. QCGC Research's mission is to research and develop the best standard of care for women experiencing gynaecological cancer. QCGC Research comprises of clinicians, molecular scientists, implementation scientists and other research professionals.

QCGC Research builds on a series of successful and ongoing research projects and programs to combine the complementary strengths of its team members and partners to accelerate its aims towards reducing the current and future burden of gynaecological cancer and to develop kinder, less invasive and more effective diagnostic and therapeutic strategies.

## About You

- Postgraduate qualifications in science or health related fields and extensive research management experience (preferably in the tertiary education or cancer research sectors).
- Strong interpersonal and communication skills (written and oral), with exceptional writing and editing skills, with a proven ability to communicate effectively with a variety of audiences
- Demonstrated ability to understand and present content in a clear and concise manner, including ability to produce succinct research documentation, reports and other knowledge translation products.
- Demonstrated ability to engage with stakeholders effectively in national, international, multi-centre, and multi-institute research programs
- An understanding of research projects, including working with consumers and patients with lived experience
- Self-motivated with demonstrated ability to work independently and as part of a team.

## What We Can Offer

This is a Part-time [60-80]% FTE Fixed-term position through to May 2027 at HEW 8. The full-time equivalent base salary will be in the range \$117,958 - \$132,247 plus superannuation of up to 17%.

The following flexible employment options may be available for this role

- Part time; some working from home; variable start or finish times; compressed hours; purchased leave; flex-time.

For further information about UQ's benefits, please visit [Why Work at UQ](#) and review [The University of Queensland's Enterprise Bargaining Agreement 2018-2021](#).

## Questions?

To discuss this role please contact Danielle Mills, [d.mills@uq.edu.au](mailto:d.mills@uq.edu.au)

## Want to Apply?

Applications not addressing the About You section will be deemed ineligible. All applicants must supply the following documents:

- Cover letter addressing About You
- Resume

## Other Information

**Work Rights:** You must have unrestricted work rights in Australia for the duration of this appointment to apply. Visa sponsorship is not available for this appointment.

**Background Checks:** All final applicants for this position may be asked to consent to a criminal record check. Please note that people with criminal records are not automatically barred from applying for this position. Each application will be considered on its merits.

We value diversity and inclusion and actively encourage applications from those who bring diversity to the University. Our [Diversity and Inclusion webpage](#) contains further information if you require additional support. Accessibility requirements and/or adjustments can be directed to [recruitment@uq.edu.au](mailto:recruitment@uq.edu.au).