Position Description – Project Manager

POSITION DETAILS	
College/Portfolio	**College of Medicine and Public Health**
Organisational Unit	**Cardiology**
Supervisor (Title)	**Research Fellow**
Classification	**Higher Education Officer Level 8**
Employment Type	**Full Time, Fixed Term**

POSITION SUMMARY

The Project Manager is responsible for the Clinical Research Project planning, coordination, implementation, and monitoring of the project, and will have primary responsibility for the management and successful delivery of cardiac clinical trials and research projects.

The Project Manager will be responsible for the study initiation processes, project implementation and delivery, and for the management of participating sites and collaborator relationships. This role will be required to provide effective project management to ensure clinical trials are implemented. effectively.

The Project Manager will receive broad supervisor direction and will determine their own priorities and work plans consistent with the milestones and deliverables of the project. Broad outcomes will be reviewed.

The Project Manager is expected to consult with their supervisor on strategic and higher-level operational matters and on matters likely to impact on the project deliverables.

The Project Manager will manage external relationships with industry partners and will develop and manage external stakeholder input into the project.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and

- familiarise themselves and comply with the University's Work Health and Safety, Injury Management and Equal Opportunity policies.

In addition, it is a requirement of this position that the incumbent maintain a current Working With Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).

A valid National Police Certificate which is satisfactory to the University will also be required before the successful applicant can commence in this position.

COVID-19 vaccination in accordance with the Flinders University COVID-19 Vaccination Policy (2022) is a condition of employment with the University. Any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption where relevant.

KEY POSITION RESPONSIBILITIES

The Project Manager is accountable for:

1. Successful planning and executing investigator-led and/or sponsored research projects on cost, on time, at a high quality and ensuring project objectives are met.
2. Successful delivery of multiple, concurrently run clinical research projects of varying size and complexity.
3. Provision of guidance to project teams of varying size, comprising clinical trials staff, personnel from key stakeholders and subcontracted sites, business representatives and staff from third party suppliers.
4. Establishing effective communicating channels (written and verbal), within project delivery teams, between project teams and stakeholders, including Clinicians, Investigators, Executive/Senior Management, Business partners, Project Sponsors, Project Boards, and other business representatives.
5. Development of research project documentation, including participant information sheets and consent forms, ethics and governance applications, other relevant applications, research contracts and relevant budgets, study planning and education materials, presentations, and contribution to protocol and clinical study report.
6. Proactively monitor and evaluate project progress and adapt strategies to enable effective and efficient research conduct and regularly report research project status and information to executive/ senior level management and other relevant stakeholders.
7. Development and maintenance positive relationships and communication of professional research service expertise to other service providers both external and across the University.
8. Application and establishment of the relevant and specific standards, processes, procedures and performance measures for each project, in alignment with project objectives and ICH-GCP guidelines, ensuring these are applied effectively throughout the clinical research project lifecycle.
9. Contribution to the continuing improvement of project delivery standards, processes and procedures to be used throughout the project and other projects as applicable.
10. In liaison with executive/ senior management, effectively forecast required project resources as well as assign and oversee tasks of junior team members where appropriate, ensuring deadlines are met.

11. Management of third-party suppliers of products and services, including contract project resources.
12. Development and maintenance of positive working relationships with all collaborators and delivery domains (e.g. internal and external Contracts, Finance, Ethics, Governance, Data Custodians and Management staff, Investigators, Study Coordinators, Monitors, AI and Analytical Services) to efficiently and effectively manage and minimise impact of cross domain issues.
13. Preparing reports for relevant investigators, executive/senior management, clients, external stakeholders and internal governance.
14. Continuing attention to detail throughout the project lifecycle, including study initiation, successful recruitment, follow-up and dat reporting rates, change management, proactive problem-solving and post-project review.
15. Any other responsibilities in line with the role level as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- A post graduate qualification and relevant experience or at extensive experience in clinical trials project management or equivalent.
- Relevant experience in clinical research project management for the delivery of health data research projects and clinical trials in a complex, diverse and dynamic environment.
- High Level experience in clinical trials, preferably in both investigator-led and industry research, with experience adapting processes and procedures to suit specific circumstances.
- Demonstrated ability to concurrently manage multiple projects as well as ability to rapidly adapt project priorities in response to changing strategic priorities.
- Demonstrated high-level organisation skills and ability to forward plan project resources, problem-solve, manage delivery schedules, deliver reports, and achieve outcomes.
- Demonstrated understanding of a wide range of project implementation and delivery methodologies and strategies and their application within ICH-GCP, and ability to review, analyse and advise on outcomes of such approaches.
- Demonstrated ability to be a team player with experience in building and maintaining positive team and stakeholder relationships, managing expectations and effectively delegating tasks where appropriate.
- High level interpersonal, influence and stakeholder management skills, including demonstrated ability to negotiate and communicate effectively with executive/senior management, staff, clients and other stakeholders across diverse organisations throughout project lifecycles.
- High Level written communication skills and highly developed oral presentation skills.
- An ability and desire to take initiative and proactively explore and utilise novel approaches and solutions to implementing health data science and clinical research into clinical practice.
- Experience in creation/adaptation of consent forms, ethics applications, study management plans, study status reports, and presentations.
- Specific training in clinical trial/health data project management or aspects thereof.
- Any additional relevant qualifications to the position will be seen favourably.