

## POSITION DESCRIPTION:

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### SECTION A: Position Context

Position Title	Project Technical Manager
Position Number	
Classification	Circa \$90k-\$110k per annum
Location	85 Commercial Road Melbourne
Effective Date	June 2019

### Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating the translation of research, discovery and evidence into sustainable health solutions. The Institute is headquartered in Melbourne with programs that operate across Asia, the Pacific and in Africa.

Burnet's culture links innovative discovery-oriented research and implementation research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The Institute has three major thematic programs – Disease Elimination, Maternal and Child Health, Behaviours and Health Risk, and two expansion programs – Healthy Ageing and Health Security. Staff within these Programs are supported by cross-cutting communities of practice; the disciplines of Life Sciences, Public Health and International Development.

### EVE-M Overview

The EVE-M (Enhancing the Vaginal Environment and Microbiome) initiative brings together a world leading multidisciplinary team to develop innovations that aim to improve the sexual and reproductive health of women in Australia and internationally. Burnet will play a lead role in developing the operational frameworks and technical objectives in establishing this initiative.

### Position Purpose:

The purpose of the role is to support the Executive GM for Commercial Strategy with key project related tasks including technical; operational; implementation and business administrative tasks. This role will involve being a key central point of contact for external and internal providers on multiparty consortium projects and will involve overseeing communications between parties managing data capture including contract management related to the project; developing monitoring and evaluation frameworks ensuring timelines are tracked and performance and risk is measured and monitored; supporting budget development and tracking. Supporting ethics applications, preparing reports and supporting grant applications is also another key aspect of the role.

## Supervision Reporting Relationships:

<u>This</u> positions' supervisor/manager	Executive General Manager Commercial Strategy Professor Gilda Tachedjian EVE-M Lead
Other positions reporting to <u>this</u> position	None

## SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	<b>Project Management</b>	<ul style="list-style-type: none"> <li>Establish and enhance strong working relationships with key project stakeholders and research collaborators</li> <li>To utilise project management software to help track timelines for critical project tasks including technical milestones clinical studies and Human Research Ethics Committee approvals.</li> <li>To assist in developing monitoring and evaluation frameworks and risk management frameworks</li> <li>Support development of sub-contracts, partnership agreements and contract variations, for relevant approvals relating to the project</li> <li>Ensure management and project staff are aware of contractual conditions</li> <li>Monitor contract compliance and ensure timeliness of contractual outputs and invoices/payments – including donors and contractors.</li> <li>Provide project management support to track inputs, progress and outputs against implementation plans and work plans. Establish and implement project monitoring and evaluation tools and undertake regular monitoring visits, as required, to ensure that performance requirements are met against project milestones.</li> </ul>
2.	<b>Project Administration</b>	<ul style="list-style-type: none"> <li>Establish and oversee communication protocols for the effective relationship management with all key stakeholders</li> <li>To organise, attend and contribute to meetings and teleconferences related to the project and take minutes. Support the completion of project reports to stakeholders and funders.</li> <li>Coordinate &amp; provide logistical support for staff &amp; partner personnel</li> </ul>
3.	<b>Data Management</b>	<ul style="list-style-type: none"> <li>To ensure that all relevant data and project documentation are kept up to date and accessible in relevant database and online management tools and that data across the initiative is kept to good GCP standards.</li> </ul>
4.	<b>Quality Management</b>	<ul style="list-style-type: none"> <li>Assisting to establish and oversee a quality management system to comply with international Good Laboratory Practice (GLP), and Good Clinical Practice (GCP)</li> <li>Ensure effective operational and management structures and quality assurance for the overall integrity of the project</li> </ul>
5.	<b>Ethics and clinical trial applications</b>	<ul style="list-style-type: none"> <li>To prepare and manage submissions of Human Research Ethics Committee applications and liaise with clinical staff at collaborating hospitals, institutes and companies as well as external consultants where required</li> <li>To contribute to the development of clinical trial protocols</li> </ul>
6.	<b>Funding applications</b>	<ul style="list-style-type: none"> <li>To coordinate the submission and writing of funding applications including for research commercial and government funding sources</li> </ul>
7.	<b>Reporting</b>	<ul style="list-style-type: none"> <li>To provide verbal and written reports to senior management in meetings and via online management tools</li> <li>To contribute to reporting on government and commercial funding provided including milestone reports, as required.</li> <li>To prepare status reports regarding pre/clinical studies where required.</li> </ul>
8.	<b>Budget tracking</b>	<ul style="list-style-type: none"> <li>To support budget development and tracking of expenditure by developing and updating budget spreadsheets</li> <li>Support financial reporting to relevant funding agencies</li> </ul>

## 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.

## SECTION D: Key Selection Criteria

Qualifications		Essential/ Preferable
	Bachelor degree in Business Administration or related field	Essential
	PhD or Master's degree in relevant field	Essential

Experience / Knowledge / Attributes		
1.	Previous experience in managing multi party projects	Essential
2.	Extensive experience in project management tools and systems	Essential
3.	Excellent administration and organisational skills	Essential
4.	Excellent relationship management as well as oral and written communication skills	Essential
5.	Demonstrated capacity to work independently, exercising strong judgment, decision making and problem solving skills	Essential
6.	Previous experience in working in Industry and with projects focused on product development	Desirable
7.	Some knowledge of infectious diseases, women's health	Desirable
8.	Experience in Human Research Ethics Committee applications and management of clinical studies	Desirable
9.	Knowledge in budget development and tracking	Desirable
10.	Awareness of occupational health and safety and risk management issues in a range of settings	Desirable

### Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

#### Further Information:

For further information, please contact Serina Cucuzza.