

Position Title: Project Manager	Date Prepared: May 2021
Position Reports To: Prof Steven Petrou	Theme/Team: Networks and Neurodevelopment/ Ion Channels and Human Disease
Classification: HEW Level 8	Location: Parkville
Key Relationships: <u>Internal:</u> <ul style="list-style-type: none"> • Principal investigators • Program manager within Enterprise and Innovation • Senior scientists working on the project • Enterprise and Innovation Team • Support Service Staff • Platform managers <u>External:</u> <ul style="list-style-type: none"> • Industry partners • Patent attorneys • External MRIs 	Primary Purpose: The purpose of this role is to manage key aspects of a designated commercialisation project within the Florey in the field of Epilepsy. The incumbent will be responsible for: <ul style="list-style-type: none"> • Project management activities associated with operational aspects of the research program. • Co-ordinate resources needed to achieve objectives and ensure the project delivers on time. • Oversee and manage project risk.
Primary Responsibilities: <ul style="list-style-type: none"> • Project Manage different aspects of contracted research involving multiple stakeholders • Work with stakeholders to manage the financial, planning and operational aspects of complex projects • Work with the Florey Program manager and Florey Finance team to prepare scientific and financial reports • Coordinate project resources and provide guidance to personnel and stakeholders • Execution of partnering strategy • Liaison with patent attorneys, senior scientists and the Florey Enterprise and Innovation Team • Complete all other reasonable tasks as directed • Comply with all OHS, OGTR and laboratory policies and procedures as defined by the Institute. • Model and promote the Florey values • Support the collective vision and mission of the Florey through <ul style="list-style-type: none"> ○ open and collaborative communication that promotes positive and respectful relationships 	

- fostering and supporting innovation within the team and broader Institute teams
- excellence in practice driven by a focus on equity, diversity and inclusivity

Occupational Health & Safety:

- Eliminate, or otherwise reduce so far as practicable, the risks of injuries, diseases and ill health that arise as a result of Florey Institute activities through compliance with the Florey OH&S policy and procedure
- Continually incorporate and support improvement of the management of OH&S practices for Florey related activities
- Create and promote a positive and equitable workplace through awareness of issues that impact on health and wellbeing

Skills/Qualifications:

- PhD in biological sciences is preferred
- Experience managing projects including reporting and financial budgets
- Experience working within a medical research environment
- Excellent interpersonal and communication skills and the ability to deal with a range of people internally and externally
- Excellent written and oral communication skills
- Ability to maintain confidentiality and work with highly sensitive information

Experience/Knowledge:

- Demonstrable project management experience and expertise
- Demonstrable risk management experience and expertise
- Scientific and intellectual property literacy

General Attributes:

- Proactive and highly organised
- Demonstrated self-motivation and flexibility in responding to changing work priorities, with the capacity to work independently as a member of a team
- Adept at managing competing timelines
- Demonstrated ability to quickly assimilate information and think strategically about commercial application
- Accustomed to working with established project management methodologies
- Strong attention to detail