| Position Description | |
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| **POSITION TITLE** | Project Manager |
| **CAREER STEP** | Projects / Independent |
| **REPORTING RELATIONSHIP** | Senior Project Manager |
| **TEAM** | Academic Project Operations |
| **EMPLOYMENT DURATION** | 24 months, fixed term |
| **TYPE OF EMPLOYMENT** | Part Time (up to 0.8 FTE) |
| **DATE** | August 2021 |

## The George Institute for Global Health

The George Institute ('TGI') is 700+ people around the world, all focused on improving the health of millions of people worldwide. As a medical research institute affiliated with leading universities and with projects in approximately 50 countries, we are challenging the status quo in healthcare to:

- Find better treatments for the world's biggest health problems
- Transform primary health care to support better health for more people
- Harness the power of communities, governments, and markets to improve health

Our innovative commercial enterprises help maximise our impact.

Here is a sample of the things we are doing to achieve our goal of having the greatest possible impact on global health:

- We are identifying better and safer treatments for our biggest killers like stroke, heart disease and high blood pressure
- In many countries, our award winning FoodSwitch smartphone app is helping people make healthy food choices when shopping
- In China, we ran a successful education and awareness program to reduce the amount of salt eaten by people by 25% each day
- In rural India, we have shown that mobile technology can help diagnose mental health, as well as help treat cardiovascular disease, and we're looking at similar approaches to treating chronic diseases in Indonesia and China
- Together with Aboriginal communities in NSW, Australia, we have developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations
- We are developing an affordable dialysis machine, with potential to save millions of lives each year and transform the way kidney disease is treated globally
- And much more…

## Context of the Role

The Academic Project Operations (APO) team works closely with our research team to ensure study aims are achieved. The team is primarily responsible for the set-up, conduct and overall delivery of a projects across all research programs in The Institute, according to best practice guidelines and research budgets.

## The Role

The Project Manager is responsible for the development, conduct and completion of clinical trial research projects.

## Reporting Relationships

The Project Manager will report to the Academic Project Operations Manager/Lead. The position will also manage the Clinical Research Associates and Clinical Trials Assistants on the project. The Project Manager will be instrumental in developing effective working relationships with the program's study site staff.

## Duties and Key Responsibilities

The Project Manager will maintain effective professional relationships with the internal project team, external customers, investigators, and vendors. The Project Manager will provide clear guidance to project team on project specific deliverables.

All activities must be conducted in accordance with project specific documentation, applicable SOPs, ICH GCP (if applicable) and applicable regulatory requirements.

***Project Kick-off***

- Attend relevant project specific meetings including formal kick-off meetings
- Develop project plan and other internal project management documents
- Assist the Researchers in the development of project specific documents such as protocol and participant information forms as requested
- Coordinate the feasibility planning and selection process of project sites
- Identify project specific activities that need to be outsourced and be involved in the selection of suitable vendor/s
- Contribute towards the study development and pilot.

***Project Implementation and Closure***

Manage the implementation, ongoing evaluation, prioritisation, reporting and timely delivery of all operational aspects of allocated project/s including:

- Contribute to the preparation of project specific budget where applicable
- Track budget for allocated portion of project
- Develop and track the project scope
- Ensure that research is adherent to NHMRC ethical guidelines
- Work with relevant personnel to identify potential clinical sites, oversee or conduct feasibility through questionnaire, interview and/or site visit as applicable
- Coordinate ethics submissions for individual recruiting sites
- Complete ethics applications and regulatory applications for individual recruiting sites
- Review and negotiate site contracts with sites for agreement on wording and budgets
- Oversee the set-up of sites in accordance with SOPs, protocol and all applicable regulatory guidelines
- Contribute to the calculation of project staffing levels
- Line manage project staff
- Contribute to the identification of appropriate materials for project
- Conduct site monitoring and training

- Monitor project progress against timelines
- Deliver project specific milestones
- Coordinate project administration e.g. study management committee meetings, project newsletters etc
- Coordinate and drive internal project team to meet project specific deadlines
- Liaise with centre staff to ensure effective local management
- Drive project team to deliver clean, accurate and verifiable data for interim and final analyses
- Develop project documentation e.g. site manuals, operating procedures etc
- Review and sign-off monitoring visit reports
- Ensure patient safety and adverse/serious adverse events are reported according to ethics committee and regulatory requirements
- Initiate filing conventions for the project and ensure the team is trained on requirements
- File and archive clinical project data at end of project
- Provide or contribute to progress reports for project originator and other stakeholders
- Maintain regular contact with project team
- Where applicable liaise with staff in Data Management and Statistics Divisions on project specific deliverables

*Compliance and Training*

- Mandatory attendance at core department and project specific training
- Attend and actively participate in project management and organisational meetings and workshops
- Comply with all required project specific and George Institute specific systems.
- Comply with all applicable regulations, guidelines, SOPs, and project specific requirements. Complete and document all necessary training in the allocated system/form
- Ensure project team members have access to necessary project specific training
- Contribute ideas and experiences so that improve processes, tools, systems and organisation.

*As a Team Member:*

- Participate in special projects to improve processes, tools, systems, and organisation
- Take responsibility for personal learning and development and for setting achievable and meaningful work objectives and managing personal targets, meeting obligations of The Institute's Performance Management and Development Policy
- Demonstrate commitment to The Institute's organisational values, including performing to an exceptionally high ethical standard and focus on integrity, collaboration, and teamwork in all efforts.

*As a Team Manager:*

- Ensure direct reports understand and comply with GI's Policies and procedures, standard operating practices, ethical practice (with respect to research) and the legislative environment.

- Be responsible for managing performance of direct reports, including the completion of plans, and agreeing on work and personal objectives and reviewing such plans and objectives, in accordance with GI's Performance Management and Development Policy.
- Act as a role model and ensure the team's commitment to GI's values, ensuring direct reports perform to a high ethical standard and focus on integrity, collaboration, and teamwork in all efforts.

*Work, Health and Safety*

- Comply with Work Health and Safety legislation and operate in accordance with established Occupational Health and Safety practice and procedures at the Institute
- Promote and contribute to a safe, secure environment for staff and visitors.

**Skills, Knowledge and Experience**

*Essential*

- Tertiary qualifications in a related science or health care discipline
- Relevant experience managing clinical trial projects in oncology
- Relevant experience in project management
- Previous experience working on clinical projects within an academic, CRO or pharmaceutical environment
- Experience in managing NHMRC budgets and reporting requirements
- Experience and/ or interest in e-health
- Proficient in use of the Microsoft office suite of products including word, excel, PowerPoint and outlook
- Strong problem solving, analytical skills, and strategic thinking
- Strong leadership and mentoring skills
- Excellent interpersonal skills and the ability to work well and flexibly i.e. autonomously, in small teams and with a wide range of varying stakeholders
- Ability to see the big picture, yet still focus on detail
- Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments.
- Strong focus on quality of work
- Ability to travel