The George Institute
for Global Health        Australia

## Position Description

| Position Description | |
|---|---|
| **POSITION TITLE** | Project Manager |
| **REPORTING RELATIONSHIP** | Operations Lead |
| **TEAM/PROGRAM** | Academic Project Operations |
| **JOB FAMILY** | Project |
| **CAREER STEP** | Proficient |
| **EMPLOYMENT DURATION** | Per contract |
| **TYPE OF EMPLOYMENT** | Per contract |
| **DATE** | June 2022 |

### The George Institute for Global Health

'The George' is 700+ people focused on improving the health of millions of people worldwide. An independent medical research institute affiliated with leading universities and with projects in approximately 50 countries, we are challenging the status quo in healthcare to find the best ways to prevent and treat chronic disease and injury, and to influence policy and practice worldwide. Our innovative commercial enterprises help maximise our impact.

The Institute's 2025 strategic plan has three key priorities:

1. Better treatments: Finding better treatments for the world's biggest health problems
2. Better care: Transforming primary health care to deliver better health to more people
3. Healthier societies: Harnessing the power of governments, markets, and communities to improve health

Here is just a sample of the things we're doing to have the greatest impact on global health:

- Better treatments:
    - We are identifying better and safer treatments for our biggest killers like stroke, heart disease and high blood pressure.
    - We're developing an affordable dialysis machine, with potential to save millions of lives each year and transform the way kidney disease is treated globally.
- Better care:
    - 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've shown that mobile technology can help diagnose mental health issues, as well as help treat cardiovascular disease, and we're looking at similar approaches to treating chronic diseases in Indonesia and China.
    - We've shown that simple text messaging can help prevent heart attack and stroke. Now, we're working to roll this out globally to prevent chronic diseases affecting millions of people.
- Healthier societies:
    - Together with Aboriginal communities in NSW, Australia, we've developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations.
    - In many countries, our award winning FoodSwitch smartphone app is helping people make healthy food choices when shopping.

## Context of the Role

The Academic Project Operations (APO) group comprises multiple project teams who work closely with our Research staff to ensure studies/projects are delivered. The PM is also required to lead and manage specific research projects and teams for project delivery in accordance with best practice guidelines and requirements, on time and in budget, to ensure projects reach their objectives.

## Reporting Relationships

The PM reports to the Operations Lead, Academic Project Operations.

The PM may have direct or indirect line management responsibilities and/or functional responsibilities for Senior Clinical Research Associate (SCRAs), Clinical Research Associate (CRAs), Senior Project Officer (SPOs), and Project Officers (POs). The PM will work closely with the APO PM group to provide and develop project expertise to continuously improve delivery of projects.

## Duties and Key Responsibilities

### Leadership

- Coach/and provide guidance for APO staff on operational tasks related to project delivery
- Drive continuous improvement in delivery of projects including leadership and/or participation in relevant working groups
- Actively engage with and contribute to TGI meetings, strategic objectives, and plans
- Demonstrate and role model TGI's core behaviours in all aspects of work and specifically in interactions with project team members and stakeholders.

### Project Management & Technical Expertise

The PM is responsible for delivery of large and/or highly complex projects within TGI.

*Project Development and Support*

- Provide grant budget operational support as required e.g., budget development
- Lead collaboration activities with external parties and stakeholders
- Undertake grant proposal and project reviews, provide advice and support for new and existing internal and external projects
- Report on project status and progress to the Director Global Project Operations, Operations Leads and Lead Investigator(s) as required.

*Project Start-Up*

- Identify key stakeholders, establish, and lead project team, and lead relevant project-specific meetings
- Develop and/or lead development of internal and external project-specific plans and documents e.g., project plan, protocol, and participant information forms etc.
- Develop project budget, manage site budget development, and oversee contract negotiations
- Lead the feasibility planning, selection process and establishment of project sites
- Identify project specific activities that need to be outsourced and manage vendor selection and contracting
- Oversee ethics and regulatory applications as applies.

*Project Implementation and Close-Out*

- Deliver project specific milestones and budgets, and continuously monitor project progress to these timelines and budgets, reporting to stakeholders as required
- Manage all aspects of the project(s) including but not limited to:
  - Project risk and ensure risk reporting is maintained
  - Risk management and risk reporting
  - Data quality, accuracy, completeness, and timeliness
  - Site management, including oversight of monitoring visits and reports
  - Document management and oversight of project administration
  - Safety management
  - Ensure the study is conducted in accordance with study protocol and procedures manual, applicable regulatory requirements, local ethics committee requirements and ICH-GCP guidelines, if applicable
  - Ensure effective communication is maintained with all investigators, site staff, study staff and the operational team
- Provide or contribute to progress reports for project originator and other stakeholders
- Manage relationships with all key stakeholders including TGI management, TGI functional groups, committees, vendors, service providers, site staff and any others
- Work with the site and project team to ensure timely & successful completion of project.

*Technical Expertise*

- Subject matter expert in clinical trials/research project management; engendering knowledge sharing across the project operations platform globally.
- Provide technical advice and guidance in project consultations and reviews
- Review and /or contribute to the development of the TGI Project Operations SOPs
- Contribute to content and/or delivery of project management training within APO
- Provide advice and support to groups outside of APO on project operations.

*Compliance and Training*

- Comply with all TGI policies and systems, all applicable regulations, guidelines, SOPs, and project specific requirements
- Attend and actively participate in preparation and delivery of project management related training and workshops.

*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 TGI's Performance Management and Development Policy
- Demonstrate commitment to TGI's organisational values, including performing to an exceptionally high ethical standard and focus on integrity, collaboration, and teamwork in all efforts
- Contribute ideas and experiences so that improve processes, tools, systems, and organization.

*As a Team Manager:*

- Ensure direct reports understand and comply with TGI'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 TGI's Performance Management and Development Policy
- Ensure that team members participate in and comply with their assigned training schedule
- Assist in the recruitment of the project staff.

## As a Team Leader

- Act as a role model and ensure the team's commitment to TGI's values, ensuring direct reports perform to a high ethical standard and focus on integrity, collaboration, and teamwork in all efforts. Applies to direct reports, indirect reports, and functional reports
- Actively identify and develop talent within the team
- Manage performance issues within the team and direct reports, where necessary
- Ensure project team members have access to necessary project specific training
- Report and escalate identified issues in areas of responsibility according to TGI and/or project requirements.

## 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 TGI
- Promote and contribute to a safe, secure environment for staff and visitors.

## Skills, Knowledge and Experience

### Essential

- At least 10 years' experience in managing all aspects of complex clinical research in an academic or pharmaceutical environment
- Extensive knowledge and experience of applying Research and Project Management principles
- Proven research project delivery
- Proven management experience of at least 5 years either as a line manager or project team manager
- Demonstrated experience in quality improvement
- Excellent abilities in written and verbal communication
- Tertiary qualifications in a related science or health care discipline and may have specialist qualifications
- Experience in managing NHMRC budgets and reporting requirements (or similar)
- Excellent working knowledge of ICH/GCP, ethical and regulatory requirements
- Proficient in use of the Microsoft Office suite of products (including Word, Excel, PowerPoint, and Outlook)
- Excellent interpersonal skills to manage wide range of stakeholders
- Demonstrated leadership skills and ability to cultivate development of others
- 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

- Excellent organisational, time management, stakeholder, and project management skills
- Strong focus on quality work
- Ability to travel.