



Job Description	
<b>JOB TITLE</b>	Project Manager
<b>REPORTING RELATIONSHIP</b>	Senior Project Manager
<b>DIVISION</b>	Injury, APO
<b>EMPLOYMENT DURATION</b>	Fixed term for 24 months initially
<b>TYPE OF EMPLOYMENT</b>	0.6-1.0 FTE
<b>DATE</b>	March 2024

### The George Institute for Global Health

The George' is 600+ people focused on improving the health of millions of people worldwide. 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 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.

Just a sample of the things we're doing to have the greatest 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.
- We've shown that simple text messaging can help prevent heart attack and stroke. Now, we're working with Google to roll this out globally to prevent chronic diseases affecting millions of people.
- In China, we ran a successful education and awareness program to reduce the amount of salt eaten by people by 25% each day, potentially saving up to 125,000 lives a year.
- In rural India, we've 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've developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations.
- 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.
- And much more.

### Context of the Role

The Injury Program aims to improve the safety of men, women and children and optimise their care and rehabilitation in the event of an injury through finding better injury prevention solutions for the world's biggest injury problems, transforming trauma management to deliver better health to more people, and harnessing the power of governments, markets and communities to reduce injury. We seek to identify and test cost-effective programs to reduce the global burden of injury, influence policy and scale up proven programs for sustainable change. Our work covers a range of topics from surveillance, observational studies, and large-scale pragmatic intervention trials through to program evaluation and policy research. Our research cuts across the causes of unintentional injury that contribute most to the global burden. Within Australia, we have a strong program of research to address the burden of injury, develop culturally appropriate programs and conduct pragmatic trials leading to affect change in policy, program delivery and access to services.



The Academic Project Operations team in Australia works closely with our Research teams to ensure study aims are achieved. The team is responsible for the set-up, conduct and overall delivery of studies/projects.

### The Role

The George Institute seeks to engage an experienced Project Manager to coordinate and oversee a project to develop, iteratively test, refine, and evaluate a new clinical practice guideline and management pathway for splenic injury to improve trauma care of young people. The Project Manager will work as a member of the Injury Program team, support the project CIA, and oversee project activities across multiple sites spanning several NSW LHDs. The Project Manager will ensure the project is adequately resourced, managed efficiently, achieve project objectives and are conducted within allocated budgets and agreed timelines in accordance with Good Clinical Practice (GCP) if applicable, ethical and regulatory requirements and applicable Standard Operating Procedures (SOPs).

### Reporting Relationships

The Project Manager will report to a Senior Project Manager. Functional reporting will be to the Director of Injury. The position may manage other project staff such as project officers.

### Duties and Key Responsibilities

The Project Manager will be responsible for delivery of large and/or complex projects within TGI. The level of complexity may be determined by the research design, the size, budget and the locations/regions covered.

Key responsibilities:

- Coordinate and monitor all aspects of a project to develop, iteratively test, refine, and evaluate a new clinical practice guideline and management pathway for splenic injury in youth.
- Coordinate and engage in project governance and management meetings (e.g. Project Steering Committee and operational sub-committees, Consumer Advisory Group) including the management of agendas, minutes and the follow-up of action items.
- Regular tracking and reporting on project status and project activities within the program.
- Oversee development and submission of ethics applications, sites contracts negotiations, and other governance approvals.
- Develop and/or lead development of project-specific documents, e.g. protocol, PISCs.
- Lead collaboration activities e.g. contract development with stakeholders.
- Establish and lead project teams.
- Lead relevant project-specific meetings.
- Coordinate and engage staff across LHDs and study sites, including feasibility planning, selection process, and establishment of study sites.
- Assist LHD/site managers establish project monitoring processes.
- Deliver project-specific milestones and continuously monitor project progress to timelines and budgets.
- Work with the Research Team (CI and AIs) to support LHD/site study teams to conduct quality improvement cycles.
- Conduct regular site visits to monitor progress according to established Standard Operating Procedures and assist in solving problems as they arise.



- Manage all aspects of the project(s) including but not limited to:
  - Project risk
  - Data quality, accuracy, completeness, and timeliness
  - Complete and efficient resolution of data queries
  - Accurate and detailed reports from monitoring visits
  - Ensure the study is conducted in accordance with study protocol and procedures manual, local ethics committee requirements, and ICH-GCP guidelines, if applicable
  - Manage all documentation for the project
- Oversee the development of databases for routine collection of quantitative process measures and cost/resource monitoring.
- Coordinate and oversee qualitative data collection via virtual in-depth interviews and virtual focus groups (e.g. with patients and families, clinicians, nurses, administrative staff, transport personnel, and LHD/site study teams. Ensure adequate recruitment, data quality, and timely CRF completion.
- Ensure effective communication is maintained with all investigators, site staff, research staff, and the operational team.
- Manage data cleaning and audit processes
- Manage final archiving of study-related documents

#### *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.

#### *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 and/or work experience in the health sector
- Research experience in health or related sectors in an academic research environment
- Experience in managing all aspects of multi-centre studies, including multi-centre ethics and governance approvals, preferably in hospital settings or similar
- Proven project management experience
- Excellent working knowledge of ethical and regulatory requirements
- Proven research project delivery
- Experience in organisational planning and capacity building
- Experience working in multi-disciplinary teams, managing relationships with external partners and engaging senior stakeholders
- Demonstrated excellent written and verbal communication abilities
- Experience in managing NHMRC/MRFF budgets and reporting requirements (or similar)
- Excellent interpersonal skills, with a proven ability to build, maintain, and manage strong, effective working relationships with a wide range of stakeholders
- Demonstrated ability to think critically and problem-solve effectively



- Ability to work within tight deadlines and manage projects independently, prioritising and managing workflow and ensuring high-quality outputs
- Strong focus on quality work
- Proficient in the use of the Microsoft Office Suite of products including Word, Excel, PowerPoint, Outlook, Teams
- Ability to travel

*Desirable*

- Experience undertaking multi-centre trials in a remote/rural setting and/or in primary care
- Experience in trauma research
- Experience in paediatric/youth research