Melbourne Conservatorium of Music  
Faculty of Fine Arts and Music

Project Trial Manager

POSITION NO 0060116

CLASSIFICATION UOM 8

SALARY $115,137 to $124,622 (pro-rata)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Part time (0.5 FTE)

BASIS OF EMPLOYMENT Fixed term for 20 months

OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then find the position by title or number.

CONTACT FOR ENQUIRIES ONLY Dr Tanara Viera Sousa  
Email tanara.sousa@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
**Position Summary**

The Project Trial Manager will be part of a team of researchers involved the Google.Org-funded component of the MATCH Project. The MATCH project, “Music Attuned Technology Care eHealth” led by Professor Felicity Baker includes investigators from The University of Melbourne’s Faculty of Fine Arts and Music, Faculty of Engineering and IT, and Faculty of Medicine, Dentistry and Health Sciences; and it will, over four years develop and test an innovative music therapy-informed eHealth program to support people with dementia and the people caring for them. Grounded in principles of music attunement and utilising movement and auditory sensor technology, the team will create an acceptable and feasible solution to enhancing the quality care of people with dementia across the dementia journey. This role will provide general management support to the Principal Investigator and Senior Project Manager, as well as manage the pilot study of MATCH within residential aged care homes and in community care.

The successful applicant will work closely with the Principal Investigator, the Senior Project Manager, and the Chief Investigator overseeing the clinical trial component of MATCH to ensure the project meets its aims, and timelines and is within budget. The incumbent will report to Dr. Tanara Vieira Sousa at the Melbourne Conservatorium of Music.

1. **Key Responsibilities**

- Support management of project activities, including monitoring timelines, preparing project documentation, research reports and research-related communication for studies.
- Support the Principal Investigator and the Senior Project Manager in completing the Project tasks related to the coordination of activities between the chief investigators, electrical engineers, AI researchers, and software developers as the University support departments, including legal and governance teams.
- Preparing study materials and establishing procedures to ensure adherence to study protocols and administrative requirements.
- Coordinating applications and subsequent amendments as applicable, to ethical and regulatory bodies.
- Oversee the implementation of the pilot study of MATCH and testing of MATCH in the clinical field.
- Identifying, enlisting, and choosing sites, and coordinating site management activities.
- Ensuring the timely recruitment of study participants and subsequent efficient and effective data management.
- Support the management of schedules, agendas, and minutes dissemination for Project Committees as needed.
- Monitoring study progress to ensure compliance with and adherence to the study plan and to identify, evaluate and rectify problems.
- Provision of regular and ad-hoc information, both written and verbal, to study participants and funders, to include reports, updates, guidance, performed commitments and possibly a newsletter, or similar, as appropriate.
- Be the first point of contact for all external and internal stakeholders.
- Manage Project document library and version history.
Managing study oversight groups (such as Advisory Board, Workstream meetings, project leadership team) by organising and facilitating meetings, providing reports and documentation to committees and following upon agreed actions.

Creating and implementing study-specific clinical monitoring tools and documents.

Collaborating with Project Manager to set targets for clinical monitoring staff and ensuring the recording of trial in compliance with project goals.

Serve as liaison with Project workstreams, University support teams, and external entities, supporting stakeholder activities, partner relationships and agreements in general

Any other ad-hoc tasks as requested by the Chief investigator(s).

2. Responsibility and compliance

Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others.

Reliably follow communications protocols and/or policies as appropriate.

Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.

Behavioural Expectations – All staff are expected to maintain and follow behaviours:

- Treat everyone equitably; act fairly and demonstrate respect for diversity and inclusion of all staff, students and visitors.
- Be an effective team player who cooperates and gains the trust and support of staff, peers and clients through collaboration.

3. Selection Criteria

3.1 ESSENTIAL

- The appointee will have administration experience and, ideally, knowledge of the research context sector.
- Strong stakeholder engagement capability
- Outstanding organisational skills, including demonstrated experience in project administration and tracking project progress.
- Highly motivated and reliable with strong time management skills
- Prioritisation skills in planning, coordinating and completing tasks to meet deadlines and with a high degree of accuracy.
- High degree of proficiency in the Microsoft Office suite, including Outlook, SharePoint, Word, Excel and PowerPoint
- Demonstrated ability to work independently, as well as collaboratively in a team to achieve goals and meet deadlines
- High level of professionalism, integrity, and sensitivity to confidentiality and privacy
3.2 DESIRABLE

- Previous experience working on projects that engage cross-institutional relationships and/or relationships with industry partners
- Experience working with technology-related projects
- Experience working in residential aged care or with people with dementia
- Experience implementing research within the health sector.
- Understanding of REDCap or other Electronic Data Capture systems.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University’s People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 THE MELBOURNE CONSERVATORIUM OF MUSIC
The MCM has over 900 full time equivalent students and is the largest Conservatorium in Australia. In April 2009 the former Faculty of Music and School of Music within the former Faculty of the VCA became a single music school within the Faculty of the VCA and MCM. The new Conservatorium has a clear vision for international excellence in music training, scholarship and research. It is the most comprehensive music institution in Australia, building on the distinctive strengths of the music programs offered by the former music schools across western and non-western music performance, musicology and ethnomusicology, music therapy, music performance teaching, composition, conducting, and opera.

The Conservatorium is also the most highly endowed in Australia with a large number of bequests and scholarships that attract and support many of Australia's finest young musicians. It operates across two campuses: the main university Parkville campus and the arts precinct at Southbank, both adjacent to the city centre and a comfortable distance for each other via public transport.

The Conservatorium is committed to being a centre of creative and scholarly excellence that is recognised internationally for its innovation and the quality of its outputs in music performance, research, teaching and community outreach. This commitment forms the foundation of its work.

6.2 FACULTY OF FINE ARTS AND MUSIC

Further information on the Faculty of Fine Arts and Music can be found at http://fineartsmusic.unimelb.edu.au/

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers

6.4 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.
We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.5 **GOVERNANCE**

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance