



POSITION DESCRIPTION

Department of Obstetrics and Gynaecology
Faculty of Medicine, Dentistry and Health Sciences

Project Manager – Australian New Zealand Consortium in Oncofertility (ANZCO) Clinical Trials Network

POSITION NO	0056274
CLASSIFICATION	UOM 8 Level of appointment is subject to relevant qualifications, skills and experience.
SALARY	\$119,742 - \$129,607 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.8 FTE)
BASIS OF EMPLOYMENT	Fixed-term position maternity leave cover available for 9 months Fixed term contract type: Externally funded
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Name: A/Prof Yasmin Jayasinghe Email: yasmin.jayasinghe@unimelb.edu.au <i>Please do not send your application to this contact</i>

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

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Project Manager of the ANZCO Clinical Trial Network is required to manage and coordinate a dedicated multidisciplinary team of clinicians and academics across 11 children's cancer centres in Australia and New Zealand recently funded by the Medical Research Future Fund (MRFF) (MRFAR000308). The position is based at The Royal Womens Hospital University Department of Obstetrics, Gynaecology and Newborn Health and reports to the Associate Professor of Oncofertility (the Principal Investigator) who oversees a complex suite of oncofertility research projects and protocols, aiming to digitally transform oncofertility care and improve connectivity between centres in ANZ. These include, but are not limited to, the building up of oncofertility registries, development of paediatric based national oncofertility guidelines, infertility risk calculators and digital tools to assist in clinical care through an implementation science framework.

The Project Manager will ensure that all studies are managed according to the guidelines for good clinical practice (GCP) and the National Statement on the Ethical conduct of research involving humans, thus ensuring the safety and protection of trial participants and the integrity of research data subsequently collected. They will be responsible for setting up systems and processes for efficient running of the studies, monitor and report on milestones, resources and budget as well as having a 'hands on' role in recruitment, follow up, data management and day to day operations. The Project Manager will provide assistance to the Principal Investigator at the various sites and interact with staff already employed on the various projects. The Project Manager will also assist with the writing of new funding applications and employment of new staff on current and new research projects as appropriate.

During the course of the project, the incumbent will demonstrate a willingness to learn about the special ethical and legal sensitivities of oncofertility care in children, and how that relates to special procedures and policies around fertility preservation in this population. We invest in developing the careers and wellbeing of our students and staff and expect all our staff to live our values of:

- Collaboration and teamwork
- Compassion

- Respect
- Integrity
- Accountability

1. Key Responsibilities

1.1 CLINICAL TRIAL SET-UP / INITIATION

- ▶ Assists with any additional Human Research Ethics submission / amendments / annual reports
- ▶ Contributes / provides guidance with regards to REDCap database design
- ▶ Liaises with each study sponsor (several sites) regarding trial documentation, recruitment processes, work flow, research assistant site and IT access
- ▶ Ensures successful study set-up and commencement at multiple Australian health institutions

1.2 OVERALL COORDINATION AND MANAGEMENT OF 6 INTERLINKED MRFF RESEARCH STUDIES

- ▶ Responsible for day-to-day oversight and management of the agreed project activities
- ▶ Manages study budget resources and timelines
- ▶ Manage and produce high quality communications including funding body and HREC reports
- ▶ Identifies factors influencing the successful conduct of the trial or project and takes steps to overcome identified problems.
- ▶ Provides advice and logistic assessments for new protocols as requested by the Principal Investigators and governance committees
- ▶ Ensures all staff participating in the care of clinical trial participants have the appropriate experience and are trained in the protocol and in their trial specific responsibilities in accordance with GCP.
- ▶ Overall supervision of recruitment, communication and management of study participants in conjunction with research staff and students
- ▶ Ensures the protocol/project requirements are met and maintains the interest and support of participants and researchers
- ▶ Demonstrates knowledge of each designated clinical trial protocol including procedures and documentation to ensure the safe and accurate conduct and recording of the study.
- ▶ Ensures procedures where only appropriate patients for clinical trials are recruited as per clinical trial eligibility criteria. Follows patients as per protocol and, where necessary, facilitates participant withdrawal from a study in order to ensure the patient's best care and the effective achievement of the study aims.
- ▶ Organises and attends research meetings.

1.3 SUPERVISION/MANAGEMENT OF RESEARCH TEAMS (MULTIPLE SITES)

- ▶ Supports Fertility Preservation Taskforce Victoria Program Manager advertise for, and select appropriate PhD students , meet Victorian reporting requirements, and scale up studies across ANZ
- ▶ Supervises ANZCO Project Officer who facilitates communication between research teams
- ▶ Assists and supervises the research students to obtain data and complete data collection forms
- ▶ Able to step in and perform the role of the research assistant when necessary (busy period, annual leave, sick leave)

1.4 1.4 DATA MANAGEMENT

- ▶ Applies practical knowledge of database use to the development of study REDCap and other databases
- ▶ Attends relevant meetings and works with medical staff to ensure that data for studies is collected, entered and managed.
- ▶ Ensures that all data collection requirements relevant to the study protocol are met and electronic case record forms and databases are complete in a timely and accurate manner
- ▶ Maintains integrity of information in case record forms and databases, taking steps to collect the data, checking the consistency and accuracy of data and making appropriate corrections.

1.5 SPECIAL REQUIREMENTS

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check and Police Check
- ▶ The role may involve occasional work out of ordinary hours (particularly during study planning and initiation).
- ▶ Travel between sites may be required.
- ▶ Primary place of work is at the Royal Women's Hospital, Parkville.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Relevant postgraduate qualification in Health Sciences, Health Information Management, Clinical Trial Management or a related paramedical field
- ▶ Extensive experience in clinical project management and working on large research projects, hospital research governance
- ▶ Sound clinical trials experience including trial set-up, coordination and project management across multiple sites
- ▶ Proven working knowledge of ICH GCP, the current NH&MRC Clinical trial policies and an understanding of the international regulatory and research governance requirements

- ▶ Sound knowledge and demonstrated experience using Office software including Word, Access, Excel, Outlook and Teams, RedCap, statistical analysis.
- ▶ Previous experience writing high quality grants, ethics applications and manuscripts
- ▶ Experience in database management
- ▶ Excellent written and verbal communication skills, with high-level problem-solving skills, demonstrated strong initiative and a willingness to learn
- ▶ High level organizational skills including demonstrated ability to meet targets within required timeframes, strong time management and prioritisation skills
- ▶ A commitment to maintain confidentiality and demonstrate high levels of professionalism at all times.
- ▶ Senior Leadership experience
- ▶ Attention to detail.
- ▶ Ability to work without supervision and effectively in a group setting.
- ▶ Ability to engender cooperation and support from colleagues.

2.2 DESIRABLE

- ▶ Understanding medical terminology
- ▶ Knowledge of implementation science research methods
- ▶ Familiarity with digital health, reproductive science and or oncology
- ▶ Exercise initiative in suggestions for improvement in processes and involve others in implementation of changes

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will operate under the broad direction from the ANZCO steering committee and its principal investigator. The position exercises a high degree of responsibility and authority on operational matters regarding the research program and is expected to make a major impact on overall organisational effectiveness. Where there is an interface with clinicians and current patients, the incumbent will receive direction from the clinical treating team. Initiatives, mature judgement, excellent liaison skills and the ability to represent the ANZCO Clinical Trials Network within the University, affiliated and external institutions are essential. Avenues for support and advice will be available, however it is expected that the Project Manager will be responsible for the coordination of a portfolio of clinical trials and will fulfil this role without close supervision.

3.2 PROBLEM SOLVING AND JUDGEMENT

The occupant of this position is required to perform a range of tasks of varying complexity and will be involved in problem solving and decision making on both a long term and day-to-day basis. Clinical and logistic issues will arise, and the appointed Project Manager will be required to solve these to ensure safe and ethical participant care, and to protect the longevity and success of the projects. As Oncofertility is a highly complex and sensitive area, it would be

expected that the incumbent would receive direction from the ANZCO Clinical Trials Network, the PI and treating clinicians where relevant. They will need to demonstrate logic and innovation in order to manage multiple aspects of the different projects

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Project Manager will be required to understand and supervise the coordination of 6 simultaneous research projects, several with interlinked parts and co-recruited participants. The successful candidate for the position will be required to have an in depth understanding of all studies, along with the intricacies of how each is run in the different institutions. They will also need to understand the roles of the various clinicians/researchers in each project. The incumbent will be expected to maintain knowledge of relevant University and Hospital policies and procedures. The position requires experience and ability in financial management and research grants administration, meeting reporting and other accountability requirements of research sponsors, liaison with research teams, compiling reports on research projects, Human Research and Ethics procedures and ensuring notification of ethics and related approvals. The position requires an understanding of the University and Hospital organisation structure, University financial and research-related policies and procedures, and University finance and research service providers, also an understanding of workplace health and safety, emergency training, and an understanding of departmental processes as they relate to the project is important. An understanding of the role of the Victorian Comprehensive Cancer Centre (VCCC) and the potential for collaboration with the VCCC is desirable.

3.4 RESOURCE MANAGEMENT

The research program has received funding from the MRFF. While this funding is substantial, it is finite. The Project Manager will need to not only understand the distribution of the funds and resources across the projects, but also be able to manage these resources to ensure the success of each project. Throughout the trial period, additional funds may be sought. The clinical trial manager would be expected to advise the research teams with regards to where additional resources may be useful/necessary.

3.5 BREADTH OF THE POSITION

The incumbent will be required to effectively interact with university and hospital staff (academic, clinical and professional) at many different levels and sites in order to maintain and secure ANZCO relationships with the University and the wider external base including hospitals, research institutes, government, and other associates.

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 DEPARTMENT OF OBSTETRICS, GYNAECOLOGY AND NEWBORN HEALTH

<https://medicine.unimelb.edu.au/school-structure/obstetrics-and-gynaecology-and-newborn-health>

The University Department of Obstetrics, Gynaecology and Newborn Health is responsible for teaching Obstetrics, Gynaecology and Neonatal Paediatrics, to MD medical students. Currently, each year approximately 330 medical students spend 6 weeks (across 6 rotations) attached to the Department during the third year of their medical course. In addition, there are graduate research students pursuing full-time or part-time research through the Department. These include Honours, Master of Biomedical Sciences and Doctor of Philosophy students. In Quarter 1 of 2024, there were approximately 38 graduate research students enrolled in the Department undertaking their PhD, including 4 under examination.

The **Vision** of the Department is to improve health around the world through research, education and clinical training in obstetrics, gynaecology and newborn health, and its **Mission** as a values-led and unified department, is to nurture great people and big ideas in teaching and research to lead and improve health outcomes globally in obstetrics, gynaecology and newborn health.

The Department aims to provide high quality academic services across a broad range of clinical, educational and research activities within its associated teaching hospitals, and especially at its major centres, the [Royal Women's Hospital](#) and the [Mercy Hospital for Women](#). Other associated teaching hospitals are the Joan Kirner Women's and Children's

at St. Albans (part of Western Health), the Northern Hospital in Epping (part of Northern Health), the St Vincent's and the Epworth Clinical Schools (and private hospitals) and the Ballarat Hospital and Goulburn Valley Hospital (Shepparton), both of which are linked to the [Department of Rural Health](#).'

The Department is committed to establishing and maintaining a workplace culture consistent with the Faculty of Medicine, Dentistry and Health Sciences' values of **Respect, Accountability, Compassion, Collaboration and Teamwork, and Integrity**.

The Department of Obstetrics, Gynaecology and Newborn Health has a strong research base with a history of significant competitive grant funding success from external, peer reviewed, grant awarding bodies. Particular areas of current research strength include maternal fetal medicine, neonatal paediatrics, women's health, infectious diseases, gynaecological oncology and reproductive biology. In 2023, the Department received Commonwealth grant funding of \$7.5m and State Government and Other grant funding of \$4.6m. The Department is also very successful in attracting philanthropic income to support its research endeavours and is very thankful for the generosity of its donors.

[Staff of the Department](#) include clinical academics, research fellows, research assistants and other research support personnel, administrative personnel and a teaching staff associated with the various teaching hospitals involved in the delivery of the Department's graduate teaching programme. As of February 2024, the Department has 93 fixed term and continuing staff (headcount). The Department is also grateful for its 66 honorary staff who contribute to and help to successfully deliver the teaching and research activities of the Department.

The [origins](#) of the University of Melbourne Department of Obstetrics, Gynaecology and Newborn Health can be traced back to 1924, when the Victorian Branch of the British Medical Association appointed a committee under the leadership of Dr J W Dunbar Hooper "to enquire into the condition of midwifery work" in Victoria.

6.2 MELBOURNE MEDICAL SCHOOL

<http://www.medicine.unimelb.edu.au/>

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. MMS is ranked 14th in the world (Times Higher Education World University Rankings 2022 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

MMS spans all major fields of medicine and is comprised of thirteen clinical departments:

- Baker Department of Cardiometabolic Health;
- Clinical Pathology;
- Critical Care;
- General Practice and Primary Care;
- Medical Education;
- Infectious Diseases;
- Medicine;
- Obstetrics, Gynaecology and Newborn Health;
- Paediatrics;
- Psychiatry;
- Radiology;
- Rural Health; and
- Surgery.

MMS has more than 1,200 academic and professional staff members located at the Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. Staff are privileged to work alongside more than 2,296 honorary appointees from the health sector who generously contribute their time, knowledge, research and clinical expertise.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of \$165 million, the School's research effort is highly collaborative, spanning research programs from basic to translational. The School has research collaborations across the 47 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as nationally and internationally. These partnerships enable medical advances to impact healthcare delivery as rapidly and seamlessly as possible.

The School's flagship Doctor of Medicine (MD) degree was the first Masters level entry-to-practice qualification of its kind developed in Australia, setting a new benchmark in medical education. Now, the new curriculum launched in 2022 has created more responsive, modular, technology-enhanced learning for state-of-the-art curriculum delivery. Continuous research and discovery options, and an ability to tailor the degree, allows each student to gain deeper experience in areas of greatest interest. The MD Rural Pathway offers students the opportunity to undertake their entire program in rural Victoria, with a \$6.5 million expansion of facilities in Shepparton to accommodate this. There is also an expanded range of joint degree pathways on offer. The School utilises the Department of General Practice and Primary Care's continually expanding network of general practitioners and primary healthcare providers in the community to ensure that MD students are also provided with quality community-based medical education.

In addition to the MD, MMS has an ever-expanding portfolio of other vocationally oriented programs. These teach research skills, leadership and continuing professional development in specific disciplines. An emphasis on the clinician-scientist career trajectory – with training, support and ongoing career pathways at graduate and postgraduate levels – is central to the School's development of future leaders in all aspects of healthcare, education, research and policy. MMS has over 600 higher degree by research candidates located both within Departments and across its network of partners.

School staff and honorary appointees lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service. The School also offers a range of initiatives and programs in support of its diverse and inclusive culture:

<https://medicine.unimelb.edu.au/about/diversity-and-inclusion>

MMS is always looking to recruit talented individuals across a wide range of medical disciplines which include leadership roles. This presents a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

6.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry and Health Sciences is Australia's pre-eminent medical, health sciences and biomedical faculty and is recognised for its research, teaching, training, and policy leadership across all these fields.

The Faculty employs more than 3,000 staff, attracts more than 8,300 students each year and comprises six schools; 37 departments, centres and institutes; and 160 courses.

A large portion of our workforce work in hospital-based departments. We also have over 5,000 honorary staff including hospital-based staff and those in partner research institutes. Our people publish more than 10,000 peer reviewed publications every year and more than 50% of these include an international co-author.

In 2022 our research income was approximately \$400M, comprising over 62% of research income for the University of Melbourne and conducting approximately 47% of all research across the University.

We are Australia's overall leader in clinical and health, ranked 20th globally in 2024 by the Times Higher Education World University Rankings.

The University educates more health professionals, graduates, research and higher degree students and attracts more national competitive funding than any other Australian university. The Faculty offers a suite of professional entry masters level graduate programs, including the Doctor of Medicine (MD), the Doctor of Dental Surgery (DDS), and the Doctor of Physiotherapy (DPT) in addition to a range of graduate level programs such as the Master of Public Health, Master of Primary Health Care, Master of Social Work, Master of Clinical Audiology, Master of Speech Pathology, Master of Clinical Optometry, and many more in nursing, social work, health sciences and psychology.

Over 1,400 graduate research students conduct research supervised by over 2,300 staff and honoraries across the Faculty's six schools and in affiliated health services and research institutes. University departments are embedded in a range of health services including the Austin Hospital, Northern Hospital, The Royal Melbourne Hospital, St Vincent's Hospital, The Royal Women's Hospital, The Royal Children's Hospital, Western Hospital, Mercy Hospital and rural partners such as Goulburn Valley Health.

Our strategic plan, Advancing Health 2030, sets out a unifying vision for the Faculty to meet the challenges of a changing world and continue to make an impact on the health and wellbeing of our communities. The strategy has been designed to support and bring to life the University's overall Advancing Melbourne strategy. Read more at <https://mdhs.unimelb.edu.au/advancing-health-2030>

6.4 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>.

6.5 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 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.

6.6 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 <http://www.unimelb.edu.au/governance>