POSITION DESCRIPTION

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| **Position Description Classification Approved** | **Date** |
| Human Resources Branch |  |

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| **POSITION DETAILS** |
| **Position Title:** | **Project Manager** |
| **Position Number:** | 00026766 |
| **Classification:** | HEO7 |
| **Faculty/Division:** | Faculty of Health and Medical Sciences |
| **School/Branch:** |  Adelaide Medical School/Medical Specialties |
| **Reports to (position title):** |  Director of the Centre for Heart Rhythm Disorders |
| **Delegations:** | Nil |
| **Special Conditions:** | * Reasonable workplace adjustments will be made for people with a disability
* Out of standard work hours may be required
* Travel between University sites where research is undertaken is required
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| **Significant Working Relationships:** | * Academic and Professional Staff within the Faculty of Health and Medical Sciences
* Academic and professional Staff from external research organisations
* The Centre for Heart Rhythm Disorders
* University Research Services
* External Research Organisations and Funding Agencies
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| **POSITION SUMMARY** |
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| The University of Adelaide is a leading research-intensive and teaching university comprising of five faculties, including the Faculty of Health and Medical Sciences.The Faculty of Health and Medical Sciences is comprised of seven schools and several disciplines, research centres, and institutes including the Centre for Heart Rhythm Disorders (CHAR). CHRD provides a forum for translational research into heart rhythm disorders. The group has a large clinical research program as well as an established experimental, computer simulation, and expansive animal research programs around arrhythmogenesis. A particular focus of the group has been the mechanisms, consequences, treatment, and prevention of Atrial Fibrillation.The Project Manager will work for the Centre for Heart Rhythm Disorders under the general direction of the Director and the Principal Investigators of individual research projects. In this position, the Project Manager will demonstrate collegiality while working as part of the clinical trials team. In addition, they will require a degree of autonomy to manage the responsibility for the organisation, planning, and execution of research projects. While the Principal Investigator is primarily responsible for the overall design, conduct, and management of the clinical trials, the Project Manager is responsible for the managerial aspects of the trials and associated governance in accordance with study protocols and relevant guidelines. |

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| **KEY RESPONSIBILITIES** |
| Project Management |

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| * Participate in research project planning sessions and preparation of project plan
* Produce timely reports and documents as required to support the successful delivery of research project.
* Monitor and assist with achieving project deliverables, annual reporting
* Review relevant literature and other sources of information from libraries, books and journals and electronic information systems
* Attend and participate in research meetings
* Conduct study related training sessions
* Conduct regular reviews of study progress and forward planning with the Principal Investigator and staff from the Clinical Trials team
* Liaise with outside organisations, health services, funding bodies and clients on complex research matters regarding projects.
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| **Recruitment Handbook** | **Recruitment Procedure** | **Effective Date:** | **11 May 2016** | **Version 2.4** |
| **Authorised by** | **COO and Vice-President (Services and Resources)** | **Review Date:** | **11 May 2019** | **Page 10 of 32** |
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|  | * Manage grant funding,
* Prepare submissions for funding bodies and other external agencies
* Manage the organisation of focus groups, workshops and planning meetings.
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| Public Relations and Liaison | * Communicate regularly with external stakeholders
* Facilitate opportunities for dissemination of research findings through press releases, social media, research seminars, workshops and other opportunities for intellectual exchange
* Establish close communication with key staff in affiliated organisations to ensure smooth flow of work output
* Field public enquiries with regards to the research projects
* Create, develop and secure new research opportunities and sponsored studies through direct prospecting and collaboration with external stakeholders.
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| Writing and Reporting | * Prepare ethics submissions and monitor and facilitate ethics reports and renewals
* Provide support with the preparation and writing of grant submissions and coordinate annual and final report submissions
* Provide senior administrative support for the research project
* Prepare fact sheets highlighting the research project outcomes in accessible ‘lay’ language
* Create and maintain a clinical trial monthly newsletter
* Provide internal reporting on project status and budget
* Prepare annual/final reports to communicate results as required by the funding bodies.
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| Strategic Planning, Reporting and Budget | * Provide support with the preparation and writing of the project plan
* Implement appropriate financial management tools to ensure that financial commitments can be easily met and audited
* Ensure expenditure is timely to maximise use of funds
* Facilitate meetings and workshops
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| Grant Administration | * Manage grants and funding, award opportunities and proposal submission dates.
* Liaise with Faculty Finance Team and Faculty HR to manage account code creations, reconcile funding and manage expenditure
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| Other reasonable duties commensurate with classification level. |

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| **PEOPLE MANAGEMENT RESPONSIBILITIES** |
| NA |

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| **CAPABILITIES AND BEHAVIOURS** |
| Use the Capability Dictionary at the link: <http://www.adelaide.edu.au/hr/docs/pdp-core-capability-dictionary.pdf>to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position. |

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| **UNIVERSITY EXPECTATIONS** |
| Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University’s Code of Conduct |

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|  | **SELECTION CRITERIA** |
| **Knowledge and Experience:**1. Experience in project management, including adherence to sound practices such as project planning, executing plans, monitoring and reporting, achieving milestones and managing relationships
2. Excellent written and verbal communication skills, including report writing, presentations, publications, grant and ethics applications
3. Excellent organisational and time management skills, including the ability to prioritise work and work independently
4. Excellent interpersonal skills to work collegially as part of a team and with a wide range of stakeholder groups
5. Demonstrated knowledge and proficiency in computer skills
6. Understanding of research operations (Desirable)
7. Awareness and familiarity with Atrial Fibrillation and other arrhythmias (Desirable)

**Qualification/s:*** A degree with at least 4 years experience; or
* An equivalent combination of relevant experience and/or education/training
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