POSITION DESCRIPTION

Project Manager (Prompt Response Network)

<table>
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<th>Position Level</th>
<th>8</th>
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<tbody>
<tr>
<td>Faculty/Division</td>
<td>Medicine &amp; Health</td>
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<tr>
<td>Position Number</td>
<td>00170507</td>
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<td>Original document creation</td>
<td>July 2023</td>
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Position Summary

The Project Manager (Prompt Response Network) plays a lead role within the National Centre for Clinical Research on Emerging Drugs (NCCRED) in the planning, development and implementation of projects across the Centre.

The role entails developing project planning documentation, identifying and building appropriate project teams and initiating and overseeing the project, including managing all stakeholder engagement and quality assurance.

The role reports to the Senior Research Fellow, supporting the Director of NCCRED with no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Oversee and manage the delivery of Prompt Response Network projects and initiatives to achieve operational and strategic goals.
- Undertake day-to-day project management, including the development, the delivery and the evaluation including input into project planning and documentation.
- Manage project dependencies, risks, issues, change requests and financials and work with the project team to ensure appropriate arrangements are in place.
- Manage adherence to UNSW governance pathways, including IT and cybersecurity, to ensure projects are managed within a defined, consistent and proven set of rules for project development and implementation.
• Partner with the Project Team and key stakeholders to monitor and report on progress of projects; and identify problems and propose possible solutions.

• Oversee and finalise effective communications with key stakeholders, both internal and external to the project.

• Oversee the monitoring and sharing of public health alerts related to emerging drugs and drug trends at a national level.

• Facilitate co-design processes and collaborative decision-making related to Prompt Response Network project components among diverse government, non-government, clinical, academic and community groups.

• Develop processes and procedures for the management of sensitive data within relevant organisational and State, Territory and Federal legislative frameworks.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health & safety of yourself or others.

Skills and Experience

• Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.

• Proven project management experience within public health and/or Alcohol & Other Drug sector, with an in-depth understanding of the project life cycle and strategic development of project plans, objectives and documentation.

• High level of experience working with health-related database systems and other range of computer systems and applications, including MS Office and redcap; statistical analysis software such as STATA, SPSS or R an asset.

• Advanced written and verbal communication skills, with a high level of attention to detail for deliverables produced.

• Demonstrated success working effectively and collaboratively on initiatives with a range of people at different levels within an organisation and between organisations.

• Knowledge of budgeting and resource allocation procedures.

• Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.

• Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.