Senior Project Manager - Stroke

Position Number: 00085394 Position Title: Senior Project Manager – Stroke Date Written: June 2020	Faculty / Division: UNSW Medicine School / Unit: South West Sydney Clinical School Position Level: Level 9

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate, and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement, and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition, we are attracting the very best academic and professional staff to play leadership roles in our organisation.

VALUES IN ACTION: OUR UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.

Delivers high performance and demonstrates service excellence.

Thinks creatively and develops new ways of working. Initiates and embraces change.

Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.

	Values individual differences and contributions of all people and promotes inclusion.
	Treats others with dignity and empathy. Communicates with integrity and openness.

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Medicine is a national leader in learning, teaching and research, with close affiliations to a number of Australia's finest hospitals, research institutes and health care organisations. With a strong presence at UNSW Kensington campus, the faculty have staff and students in teaching hospitals in Sydney as well as regional and rural areas of NSW including Albury/Wodonga, Wagga Wagga, Coffs Harbour and Port Macquarie.

Sydney Brain Centre - UNSW (SBC)

Research in stroke and neuroscience is utterly reliant on developing and using increasingly complex imaging data. The role requires a high-level academic specialist in imaging medicine.

We are establishing a Stroke and Neuroscience research team based at South Western Sydney Clinical School. The team will be heavily focused on brain imaging research. The Brain Imaging Laboratory Manager will be responsible for the academic oversight of the development and implementation of brain imaging research projects, with a particular focus on clinical trials, but also observational studies designed to examine mechanisms of neurological disease. A key focus will be to provide research expertise around analysis of both MR and CT brain imaging. The Senior Project Manager will be responsible for overseeing all the research projects within Prof. Mark Parsons Stroke Research programme including financial management, human resources of a large multidisciplinary team, physical resources, and coordination of external relations. The Senior Project Manager is responsible for coordinating ethics approval and quality assurance (QA) of all aspects of the research projects conducted across all sites and contributing Institutions.

The role of Senior Project Manager reports to the Professor of Medicine and will have no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Actively provide high level strategic advice and support on the development of the clinical research program with the newly established Sydney Brain Centre (SBC) at UNSW
- Manage the operations of the SBC and implement strategic and operational processes, which will enhance research performance
- . Directly accountable for operational and institutional responsibilities of clinical trial conduct including complex domestic and international regulatory issues
- Manage the financial resources of the project estimated to be in the region of $10million over 5 years and assist in the identification of further funding opportunities including
- Manage the human resource, supervision and training of a multidisciplinary project team including but not restricted to, Research Coordinators, Data Entry Clerks, Research Fellows, Statisticians and Administrative staff
- Responsible for operational and institutional responsibilities of clinical trial conduct including complex domestic and international regulatory issues
- Manage a range of operations concerning operating procedures, physical equipment, insurance and indemnity and management of trial data

- Liaise with key stakeholders of the projects and develop new local, national, and international research collaborations that strengthen the Stroke and Neuroscience research
- Coordinate and obtain agreements for all sites and departments contributing to the Stroke and Neuroscience projects
- Manage the submissions and amendments of multiple protocols of Research Ethics, Governance, Regulatory Authorities and Donors including the preparation of various operating and financial reports
- Manage and implement a quality assurance system for all aspects of the project to ensure consistency and compliance
- Develop a system for the processing and reporting of Serious Adverse Events (SAEs)
- Assist in the publication and dissemination of results
- Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility

SELECTION CRITERIA

- A Postgraduate qualification in a health-related stroke or neuroscience subject, or a clinical qualification with extensive management experience in stroke or neuroscience trials
- Extensive research and project management experience working in academic, clinical, or commercial health related field delivering projects within agreed timeframes and budgets
- Demonstrated capacity to lead and engage with researchers, clinicians in an academic and or clinical setting
- Outstanding people management skills with emphasis on recruitment, supervision, and training
- Extensive experience in financial and budget management with the ability to interpret complex data
- Demonstrated experience with research governance, ethics and regulations relating to the conduct of clinical research
- Successful interaction with relevant professional organisations and/or evidence of involvement in broader research management
- Demonstrated time management and organisational skills to work effectively without supervision with proven ability in establishing priorities and meeting deadlines
- Excellent interpersonal, verbal, and written communication skills with ability to present to a range of audiences and influence internal and external stakeholders
- Advanced level of computer literacy with excellent skills in Microsoft Office applications and spreadsheet and statistical software
- Ability and capacity to implement required UNSW health and safety policies and procedures

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.