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## POSITION DESCRIPTION

# Project Manager (Clinical Research)

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Position Level	9
Faculty/Division	Medicine & Health
Position Number	00103960
Original document creation	21 /03/ 2022

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### Position Summary

The **Project Manager (Clinical Research)** will be responsible for the general project management of a palliative care service pilot for people with intellectual disability. This position will actively develop and implement practices and procedures to support the research activities and objectives undertaken by researchers at the Department of Developmental Disability Neuropsychiatry (3DN).

The position will also work with internal and external stakeholders involved in the palliative care service pilot to ensure stakeholder engagement and communication is an active priority.

The role reports to the Lecturer and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Develop a strategy for, and implement the roll-out of, a tailored palliative care service pilot for people with intellectual disability. The service pilot will be based within South Western Sydney Local Health District.
- Provide expert guidance, advice and contribute to the design of an evaluation of the tailored palliative care service pilot for people with intellectual disability.
- Develop and implement guidelines, processes and procedures that align and support the research activities of 3DN within the Discipline of Psychiatry and Mental Health.
- Consult, liaise and develop strong relationships with stakeholders to achieve research outcomes.
- Develop and perform processes and systems to ensure data collection, storage and management to the highest regulatory and ethical standards.

- Provide leadership in the development and implementation of procedures for ethics submissions, research, project management and annual research reporting.
- Proactively contribute to the preparation of research reports, peer-reviewed publications, presentations, ethics applications and progress reports
- Represent research group at other UNSW work areas, advisory groups, meetings and other activities and lead/manage other Centre-wide research activities as required.
- 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

- Degree or PhD in medicine, nursing or allied health disciplines, registerable in Australia or related discipline with extensive project management experience in clinical research or equivalent competence gained through any combination of education, training and experience.
- Proven advanced project management experience, with an in-depth understanding of the project life cycle and strategic development delivering projects in the commercial health related field.
- Experience running health service pilot programs.
- Experience in health service design, implementation and clinical services innovation.
- Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.
- Proven ability to interact effectively with diverse stakeholders.
- Evidence of highly developed interpersonal and organisational skills.
- Demonstrated ability to work collaboratively and productively within a team, collaborate across disciplines and build effective relationships.
- 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.

### *Desirable skills and experience*

- Formal subspecialty clinical training, or extensive experience in intellectual disability healthcare.
- Experience providing palliative care for people with intellectual disability would be highly regarded.

### **About this document**

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.