POSITION DESCRIPTION

Program Manager

Position Level 8
Faculty/Division Medicine & Health
Position Number 00095472
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Position Summary

The Program Manager plays a lead role within the Discipline of Paediatrics and Child Health in the planning, development and implementation of research as part of the RArEST research grant. RarEST is an Australian Government 3 year program of research to lead national rare disease awareness, education, support and training.

This position is responsible for project management, project reporting, quality assurance, supporting project teams and initiating and overseeing project deliverables.

Importantly, the incumbent will play a key role in stakeholder relations, ensuring strong relationships exist between all collaborators to ensure the best outcomes for the project.

The role reports to Lecturer (Clinical Genetics) and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Oversee and manage the delivery the RArEST research grant to ensure it meets the project milestones, including 6 monthly reports to the Department of Health (including financial acquittals, deliverable reports, and activity work plans).

- Undertake day-to-day project management, including, for Stream 2, the development, the delivery and the evaluation including input into project planning and documentation. For streams 1 and 3 the program manager will liaise with the stream 1 and 3 leads to support their leadership of these streams.
• Liaise with the research team in the preparation of other projects as they may arise, including assisting with grant applications, ethics submission, literature summaries and preparation of training and community resources.

• Manage project dependencies, risks, issues, change requests and financials to ensure appropriate arrangements are in place. This includes organization of cross stream meetings including steering committee meetings as agreed by the RArEST leadership team.

• Consult, liaise and develop strong relationships with stakeholders and consumers, including facilitation of consumer and multistakeholder consultation in partnership with the RArEST stream leads to achieve research outcomes.

• 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 and 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, with an in-depth understanding of the project life cycle and strategic development of project plans, objectives and documentation.

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

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

• Demonstrated high level proficiency in budgeting and resource allocation procedures.

• High level competency across a range of computer systems and applications, including Microsoft Office, Zoom and Microsoft Teams.

• 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 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.