

Position Title	Senior Project Coordinator
Classification	Level 7
School/Division	School of Human Sciences
Centre/Section	Australian Centre for RNA Therapeutics in Cancer
Supervisor Title	Business and Innovation Manager
Supervisor Position Number	321856
Position Number	322622

Your work area

The Australian Centre for RNA Therapeutics in Cancer (ACRTC) is an RNA production and innovation node in Western Australia dedicated to developing cancer treatments. We aim to integrate RNA technology with cancer research strengths in Australia to translate discoveries into the clinic. We will bring together multidisciplinary groups involving RNA technologists, oncologists, consumers, and patients advocates to design, synthesise, test and improve RNA drugs; and tackle aggressive and hard to treat cancers as use cases to develop RNA drugs and platform approaches to treating cancers.

The ACRTC is funded by the Cancer Research Trust (CRT) in collaboration with UWA, Therapeutics Innovation Australia (TIA), the WA Government, Cancer Council of WA, Harry Perkins Institute, Telethon Kids Institute and Curtin University. The ACRTC includes a dedicated mRNA production facility ('RNA Innovation Foundry, RIF'), funded through the National Collaborative Research Infrastructure Scheme (NCRIS) to TIA. As the WA-node of a National network of TIA-supported RNA production facilities, the ACRTC will form a critical role in the National RNA ecosystem.

The ACRTC is hosted by the UWA School of Human Sciences.

Reporting structure

Reports to: Business and Innovation Manager

Dotted line reports to: Facility Manager

Your role

Under broad direction, you will coordinate R&D projects undertaken at the centre and the production facility. The centre engages in multiple research projects internally and in collaboration with other research groups and organisations. The production facility engages in collaborative projects and provides RNA manufacturing services to researchers and businesses.

You will work closely with leadership, research teams, internal and external partners, and other relevant stakeholders to oversee the projects; to coordinate resources, track progress, and maintain project documentation. You will mitigate issues and risks to ensure that projects are on track and services are delivered in a timely manner. You will develop and adopt best practices for project management, for governance, compliance, risk management, financial prudence, and documentation.

Your key responsibilities

Oversee project schedules, milestones and deliverables by liaising with research teams and staff from the centre and production facility to coordinate tasks and achieve project aims according to the project plan and timeline.

Develop a comprehensive understanding of the R&D projects and proactively identify and mitigate risks.

Present and communicate effectively to the leadership team and relevant stakeholders on project status, risks, resources and change management.

Provide regular forecasts to enable prompt decision making on project and resources.

Review and document issues and challenges with relevant parties at the end of each project to foster an environment of continuous improvement.

Design and implement best practices, processes and tools for project management for operational efficiency.

Plan and organise meetings with internal and external stakeholders, including but not limited to advisory boards, lead investigators, collaborators and customers.

Maintain effective communication and cultivate positive relationships internally and externally.

Prepare and review documentation, reports and/or submissions.

Contribute to budget planning, reporting, secretariat duties, and other duties as directed.

Perform other duties as directed.

Your specific work capabilities (selection criteria)

Relevant tertiary qualification in business administration, project management, biomedical sciences, or related field, or demonstrated equivalent competency.

Substantial relevant experience at an appropriate level, including experience in the design and implementation of tools, processes and best practices for management of project or business change and demonstrated project management experience in a biomedical research environment.

Substantial experience in stakeholder management and engagement, with the ability to work collaboratively at all levels and as a member of multiple teams.

Excellent written and verbal communication skills.

Highly developed negotiation and influencing skills.

Highly developed analytical and problem-solving skills.

Excellent organisational skills with the demonstrated ability to set priorities and meet deadlines.

Ability to work independently, show strong initiative and work productively as part of a team.

Knowledge of molecular biology and/or cancer research is desirable.

Certification in project management (e.g., PMP) is desirable.

Special requirements (selection criteria)

Occasional interstate travel may be required.

Occasional travel within the state may be required.

Some after-hours work may be required.

Compliance

Ensure you are aware of and comply with legislation and University policies.

To learn more about the Code of Conduct, see [Code of Conduct](#).

To learn more about Diversity, Equity and Inclusion, see [Diversity, Equity and Inclusion](#).

To learn more about Safety, Health and Wellbeing, see [Safety, Health and Wellbeing](#).