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POSITION DESCRIPTION

Project Manager

Position Level	8
Faculty/Division	Medicine & Health
Position Number	00096600
Original document creation	23 /08/ 21

Position Summary

The **Project Manager** will manage two related projects funded by the Australian Research Data Commons (ARDC):

(i)   Enhancement and further development of the national E-Research Institutional Cloud Architecture (ERICA) collaborative network. ERICA is a secure, customisable cloud computing infrastructure for researchers working with sensitive or confidential data (led by UNSW Sydney).

(ii)   Contribution to the development of Coordinated Access for Data, Researchers and Environments (CADRE), a Five Safes implementation framework for sensitive data (led by the Australian National University).

The Project Manager reports to the Centre Manager and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Manage and lead the UNSW components of the ARDC projects in collaboration with internal and external collaborators and stakeholders, including ARDC and project Steering and Technical committees.

- Develop and implement project protocols, including work plans, monitoring, tracking and reporting on project progress, and other related project management functions with stakeholders to ensure project milestones/deliverables are met.

- Manage project dependencies, risks, issues, change requests and financials and work with the project team to ensure compliance with reporting requirements and appropriate arrangements are in place.

- Manage and coordinate the expansion of the national ERICA network in collaboration with key stakeholders from partner institutions including universities and government agencies.

- Develop and manage effective communications and provide a high level of proactive project support to project team key stakeholders, both internal and external to the projects.

- Partner with the Project Team and key stakeholders to monitor and report on progress of projects; and identify problems and propose possible solutions.

- Identify, understand and document complex activities and processes for research using sensitive data and related IT systems.

- Coordinate the administrative and procedural aspects of prioritising, scheduling and delivering software enhancements to the ERICA platform.

- Conduct comprehensive reviews of existing training content for researchers using sensitive data, and coordinate development of new content for CADRE as required.

- Evaluate potential online delivery platforms for CADRE training and and coordinate the administrative, procedural, and technical aspects of migrating and hosting content in the preferred platform/s.

- Develop and document processes and procedures for delivery and review of CADRE training programs.

- Supervise contractors and consultants as required to deliver the ERICA and CADRE projects.

- Engage in outreach and promotion of the ERICA and CADRE platforms.

- Manage adherence to UNSW governance pathways to ensure projects are managed within a defined, consistent and proven set of rules for project development and implementation.

- 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.

- Experience in health and medical research and management of research data will be highly regarded.

- Working knowledge of cloud computing will be highly regarded.

- High-level skills and experience in managing complex projects, with a demonstrated capacity to manage projects with multiple develiverables, components and stakeholders.

- Proven project management experience, with an in-depth understanding of the project life cycle and strategic development of project plans, objectives and documentation

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

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

- Ability to rapidly identify and understand complex IT business activities, systems and processes.

- Experience working with a range of advanced computer systems and applications, including online educational technology support and management systems.

- Demonstrated strong capacity to solve problems and develop solutions.

- 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.

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

- 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.

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.