

Position Description

Senior Project Manager - Stroke/Neurology

Position Number: 00085394
*Position Title: Senior Project Manager –
Stroke*
Date Written: May 2020

Faculty / Division: Medicine
School / Unit: SWSCS
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.

UNSW BEHAVIOURS

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

Demonstrates Excellence

Delivers high performance and demonstrates service excellence

Drives Innovation

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

Builds Collaboration

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

Embraces Diversity

Values individual differences and contributions of all people and promotes inclusion

Displays Respect

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)

We are establishing a Stroke and Neuroscience research team (Sydney Brain Centre, SBC) within UNSW South Western Sydney Clinical School on the Liverpool Campus. The Team at the UNSW Sydney Brain Centre will focus heavily on clinical trials in Stroke and Neuroscience, as well as imaging based mechanistic research of Neurological diseases.

The Senior Project Manager will be responsible for overseeing all the research projects within the Sydney Brain Centre 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 Senior Project Manager will also play a crucial role in coordinating Research Grant applications for the group and its academic and industry partners.

The role of Senior Project Manager reports to the Professor of Medicine, UNSW South Western Clinical School and Director of the SBC (Mark Parsons).

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@UNSW.
- Manage the operations of the Sydney Brain Centre and implement strategic and operational processes, which will enhance research performance.
- Manage the financial resources of the project estimated to be in the region of \$10 million 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
- Responsibility 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.