

POSITION TITLE	Project Manager – North-West Tasmania Obesity Prevention Project
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FACULTY/INSTITUTE/DIVISION	College of Health and Medicine
SCHOOL/SECTION	School of Health Sciences
CAMPUS	Launceston and North-West
CLASSIFICATION	HEO 8
DATE	July 2019

POSITION SUMMARY

The University of Tasmania is building a vision of a placed based university with a mission to enhance the intellectual, economic, social and cultural future of Tasmania and, from Tasmania contribute to the world in areas of distinctive advantage. The University accepts that achieving this vision is dependent upon the people we employ as well as creating a University that is values based, relational, diverse and development focused.

The College of Health and Medicine (CHM) brings together five key entities: the School of Health Sciences, the School of Medicine, the School of Nursing, Menzies Institute for Medical Research and the Wicking Dementia Research and Education Centre. The structure provides the optimal model to boost health and medical research performance and transform health outcomes for the Tasmanian community.

The College of Health and Medicine is leading a project funded by the Medical Research Future Fund (MRFF) in partnership with the North-West Tasmanian community to develop services and strategies to prevent overweight and obesity. This 3-year research and development public health project seeks to build capacity for obesity prevention in partnership with stakeholders and the local community and will pilot a range of methods that engage the community in service and strategy co-design to facilitate healthier lifestyles.

The Project Manager is responsible for oversight and management of the North-West Tasmania Obesity Prevention Project to ensure successful delivery of project outcomes. The role includes strategic and project planning, managing and leading the operations of the study, including responsibility for ensuring that resources, finances, and project outcomes are delivered accurately and efficiently to meet all milestones. The incumbent will provide day-to-day management of project staff, and liaise with internal and external stakeholders, including a range of clinicians, to deliver project outcomes and support the Project Steering Committee.

POSITION RELATIONSHIPS	
Supervisor	Project Principal Investigator
Direct reports	Project Officer(s)
Other	<p>The appointee must relate effectively with:</p> <ul style="list-style-type: none"> • Project Principal Investigator • School of Health Sciences staff and students • Project participants • Project funding bodies • Staff and students of the College of Health and Medicine • Members of the community

KEY ACCOUNTABILITIES AND OUTCOMES	
1.	Lead and oversee all aspects of the North-West Tasmania Obesity Prevention Project, including the development and delivery of project plans; and maintain oversight of state-wide community initiatives, activities and events.
2.	Provide high level and strategic and operational financial management of project resources, including budget development, reporting, monitoring of contractual obligations; contribute to the development of business plans relating to sponsorship and industry partners.
3.	Provide leadership to a broad range of project stakeholders, including project staff, research leads; maintain knowledge on relevant work practices relating to the activities of the project.
4.	Support the research activities of the North-West Tasmania Obesity Prevention Project, including maintaining best practice, oversight of community activities WHS, and strong governance around the ethical requirements of the project.
5.	Develop and deliver accurate and detailed project status reports in accordance with contractual obligations, milestones and deadlines.
6.	Work proactively and with flexibility to adapt and respond positively to changing demands and tasks, while prioritising workload to meet deadlines.
7.	Develop and foster a strong strategic and working relationship between the School and College, funding bodies, and other external, internal and University stakeholders.

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY
<p>Tasks are performed under the broad direction of the Principal Investigator of the Project with a high degree of autonomy in accordance with University policy.</p> <p>The position is responsible for high level strategic and day to day planning and management functions for the project, with direct responsibility for the North-West Tasmania Obesity Prevention Project resourcing, staff, financial management, reporting obligations and outcomes.</p>

POSITION CRITERIA

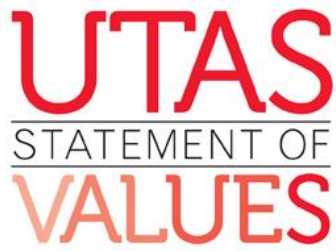
Essential Requirements

1. Completion of a relevant degree level qualification in a related field and extensive relevant experience, or an equivalent combination of relevant experience and education/training.
2. Proven high level skills, knowledge and experience in the strategic and project management of financial, human and physical resources to achieve operational goals and milestones.
3. Highly developed oral, written, negotiation and inter-personal skills, including the ability to develop high level reports and correspondence to project partners, funding bodies and other stakeholders.
4. Demonstrated experience in the planning, development and analysis of operational and research budgets, and active monitoring of revenue and expenses.
5. High level project management skills and experience in developing new protocols, policy and guidelines to implement projects efficiently, and with a strong governance.
6. Demonstrated ability to provide leadership and direction to staff and develop a positive workplace culture.
7. High level capability and experience in the administration of research projects and liaison to ensure compliance with relevant ethical and reporting requirements.
8. Demonstrated high level capacity in interpreting data, and analysis of information, to create and present clear and meaningful information to a range of stakeholders.
9. Senior experience in a higher education or health related organisational environment.

WORKPLACE HEALTH AND SAFETY

- All staff will assist the University to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the University's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions

UTAS STATEMENT OF VALUES



We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice. We bring these values to life by our individual and collective commitment to:

- * Creating and serving shared purpose
- * Nurturing a vital and sustainable community
- * Focusing on opportunity
- * Working from the strength diversity brings
- * Collaborating in ways that help us be the best we can