

Position description

Project Manager

Position number	50120802
Department/Unit	Monash Injury Research Institute
Faculty/Division	Deputy Vice-Chancellor (Research) portfolio
Classification (Salary rates)	HEW Level 8
Employment type	Part-time (0.6)
Work location	Clayton campus
Date document created or updated	March 2011

Position purpose

The Project Manager will provide day to day project leadership and coordination for the ARC Linkage Grant *“Does self management increase the effectiveness of vocational rehabilitation for chronic compensated disorders?”* The grant will investigate the effectiveness of adding ‘self management’ to vocational rehabilitation for chronic compensated disorders.

The ARC Linkage Projects scheme encourages and develops long-term strategic research alliances between higher education organisations and collaborating organisations, which lead to significant national economic, environmental, social and cultural outcomes. The scheme supports the work of innovative researchers and contributes to new opportunities for exciting research and discoveries for the benefit of all Australians.

The Project Manager will manage the infrastructure required to support the research methodology, monitor progress towards milestones and take action, with the Research Team, to ensure completion on time and on budget.

It is envisaged that the Project Manager have experience managing research projects in a health related environment. In addition, the Project Manager will assist Chief Investigators to analyse and prepare reports and papers, develop evaluation instruments, analyse qualitative research on impact outcomes, and coordinate national workshops.

Reporting Line: The position reports to the Director, MIRI but will have a close working relationship with the CEO of ISCRR who is the Chief Investigator of the grant and the Research Manager, ISCRR.

Supervisory responsibilities Nil

Financial delegation and/or budget responsibilities Nil

Position description

Organisational context

Monash University is an energetic and dynamic university committed to quality education, outstanding research and international engagement. A member of Australia's Group of Eight research intensive universities, it seeks to improve the human condition and is committed to a sustainable future. Monash has six campuses in Victoria, a campus in Malaysia, a campus in South Africa, a centre in Prato, Italy, and numerous international partnerships and cooperative ventures.

Monash has approximately 56,000 students spread across its Australian and off-shore campuses, and approximately 7,500 full-time equivalent staff. Approximately 3,700 of these staff members are academic staff.

The **Monash Injury Research Institute (MIRI)** is one of the most significant injury research facilities of its kind in the world. The Institute brings together the majority of Australian expertise in the field, and is a flagship for an international solution to a global problem of substantial public health importance.

MIRI is a whole-of-university, interdisciplinary collective Institute focused on the primary, secondary and tertiary prevention of injury in all settings. The Institute draws from the substantial Monash University strengths in all the core disciplines of statistics, engineering, health sciences and social sciences. MIRI comprises eight major research units: All Cause All Injury; Violence and Suicide Prevention; Transport (Monash University Accident Research Centre); Home, Sport and Leisure; Workplace Injury; Institutional/Health Care/Patient Safety; Injury Outcomes and Disaster Preparedness.

The Institute for Safety, Compensation and Recovery Research (ISCRR) has been established as a centre of excellence by WorkSafe Victoria (WorkSafe) and the TAC, partnered by Monash University. It is a multidisciplinary institute that aims to facilitate research and best practice that improves outcomes in relation to occupational health and safety, rehabilitation and compensation practice.

Position description

Key result areas and responsibility

Project Management

- Play a lead role in the coordination of the project, including design of data collection protocols, data management and analysis/interpretation of results.
- Establish and maintain a project management framework for the project that is compliant with university standards and meets the needs of the organisation's major funders.
- Prepare detailed, comprehensive reports, project briefs, submissions, strategic analyses, briefings and presentations on complex project, policy, governance and associated research protocol issues as well as prepare regular and ad hoc reports, correspondence and other documentation.
- Monitor projects' schedule and ensure they are progressing and delivering to the agreed timeframes and milestones and within budget.
- Manage the ARC grant acquittal and budget.
- Contribute to scholarly papers in scientific and industry journals and prepare reports.
- Undertake secretariat and administrative duties related to this project.
- Engage researchers for the project through appropriate processes for appointment and establishing contractual arrangements.

Planning and policy development

- Inform senior management of non-standard project requirements, trends and potential issues through regular reports.
- Ensure university policies are adhered to in relation to research projects. Where necessary, implement local policies or procedures that compliment university policy.
- Manage the preparation of research funding proposals.
- Develop and implement strategies to generate funding for projects in conjunction with the Chief Investigator.

Liaison and Communication

- Provide expert and authoritative advice, reasoned recommendations and innovative solutions to complex project management activities and related issues.
- Develop and maintain effective relationships with key stakeholders including researchers providing them with advice, guidance and support.
- Engage with a range of external consultants, government representatives, research sector stakeholders and professional bodies.
- Consult with peers across the University and externally in order to obtain information, clarify requirements, gain an understanding of trends and issues, best research practice standards and guidance on the resolution of potentially conflicting processes and issues impacting at the broader level.
- Using various media to communicate outputs to a range of audiences, including media releases, policy papers and promotion materials.

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Key selection criteria

Essential

1. A tertiary qualification in public health, epidemiology or a health-related biological or behavioural science discipline or an equivalent combination of significant relevant experience and training/education.
2. Demonstrated knowledge and experience in project management, preferably research projects in a health related field.
3. Demonstrated understanding of key administrative processes, particularly those relevant to ARC grant acquittal.
4. A consultative and pragmatic approach with the ability to drive outcomes.
5. Ability to work autonomously, or as part of a multidisciplinary team.
6. Demonstrated experience in report writing, including the ability to contribute to publishing the outcomes of the research project in academic journals.
7. Contribute to the preparation of grant submissions.
8. Ability to effectively multi-task and meet deadlines.

Desirable

9. Ability to provide secretariat support for project-related activities.
10. Ability to conduct literature searches.
11. Strong commitment to ongoing development and enhancement of professional knowledge and skills.

Other job-related information

- Travel to other locations and campuses may be required from time to time
- Some out of hours work may be required
- Possession of a current Victorian Driver's License

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including:

- Equal Employment Opportunity, supporting equity and fairness
- Occupational Health and Safety, supporting a safe workplace
- Conflict of Interest (including Conflict of Interest in Research)
- Paid Outside Work
- Privacy
- Research Conduct
- Staff/Student Relationships