



PROJECT MANAGER

DEPARTMENT/UNIT	Planetary Health, School of Public Health and Preventive Medicine
FACULTY/DIVISION	Faculty of Medicine, Nursing and Health Sciences
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	553 St Kilda Road, Melbourne

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The **Faculty of Medicine, Nursing and Health Sciences**, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We've made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We're recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the Faculty, please visit www.monash.edu/medicine.

Monash School of Public Health and Preventive Medicine is a teaching and research unit of the Faculty of Medicine, Nursing and Health Sciences and is centred at the Alfred Hospital Campus. It plays a prominent role in public health medicine and works closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. It plays a prominent role in public health medicine in Australia and has a strong record for training individuals with the capacity and skills to assume leadership roles in Australia in this field. We work closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. Our skills provide a key resource underpinning translational research within our Faculty.

POSITION PURPOSE

The Project Manager is responsible for managing the end-to-end delivery of the 'Emerging techniques for earlier diagnosis and assessment of severity and progression of artificial stone silicosis' study. This is a project funded by the Medical Research Future Fund (MRFF) and conducted within the Monash Centre for Occupational and Environmental Health. The position will work closely with project stakeholders, both internal and external to deliver this project in accordance with agreed timeframes, within budget and to achieve strategic business outcomes.

Silicosis is a serious and preventable lung disease which is caused by inhaling respirable crystalline silica. Stonemasons who have worked with engineered or artificial stone have been shown to develop a rapidly progressive and potentially fatal form of silicosis. It is important that silica exposure is well controlled and affected workers diagnosed early.

This research will use data from stone benchtop industry workers participating in health screening assessments from Victoria, Western Australia and Queensland to investigate many uncertainties related to screening methods, as well as investigating new methods to assess disease severity and identify indicators of progression. The studies will include investigating the efficacy and sensitivity of chest x-rays compared with high-resolution CT scans to screen workers for early silicosis, the efficacy of ultralow dose CT scans to detect silicosis and assessing how artificial intelligence can be used to enhance radiological evaluation. To identify markers of severity beyond standard lung function testing and chest imaging, a subgroup of stone benchtop workers will undergo a series of comprehensive tests including cardiopulmonary exercise testing, forced oscillation technique and 4Dx XV Ventilation Analysis.

This integrated body of research will bring together a strong multidisciplinary research consortium from across Australia. The findings of this research will rapidly provide a strong evidence base to inform policy and regulatory approaches to the health assessment and management of workers with, or at risk of, engineered stone silicosis.

The Project Manager is responsible for all aspects of project management, including providing expert advice on project related matters. The incumbent will manage and coordinate the day to day running of the research projects at multiple sites around Australia. The role will also involve preparing human ethics applications and reports to ethics committees, organising research group and stakeholder meetings, communicating with the researchers and stakeholders on the reference group and beyond, managing staffing, monitoring study risks and developing dissemination plans for study findings.

Reporting Line: The position reports to the Director, Monash Centre for Occupational and Environmental Health

Supervisory Responsibilities: Not applicable

Financial Delegation: Yes, in accordance with the University delegations schedule

Budgetary Responsibilities: The position is responsible for managing a budget of up to \$995,000

KEY RESPONSIBILITIES

1. Manage projects from conception to final delivery drawing on current project management methodologies, including; scoping client needs and identifying project deliverables, developing project background, plans, budgets and other supporting documents, reporting on progress and performance against project schedules and performance indicators, and undertaking post-implementation reviews
2. Manage the implementation of the project deliverables including planning, overseeing and implementing change management strategies associated with project outcomes
3. Source and assign project resources, which may include supporting a procurement tender process and negotiating and managing contracts with external providers
4. Undertake research and analysis, devise solutions and provide practical and expert advice to senior management to address complex project related issues

5. Exercise strong budget management for the project/s managed
6. Prepare position papers, briefings, reports and presentations for a range of audiences, including senior management
7. Develop and maintain strong partnerships with key project stakeholders and undertake networking to support project objectives by networking, liaising, presenting information and coordinating or attending stakeholder meetings
8. Identify and report on risks and issues relating to projects and implement and monitor risk mitigation strategies
9. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
 - extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Excellent project management skills with a proven record of successfully managing all aspects of medium to large scale projects through to completion, in accordance with project management methodologies, standards, timeframes and budgets
3. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
4. Advanced computer literacy, particularly with current project management software and related application capabilities
5. Highly developed relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders
6. Highly developed analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
7. Excellent interpersonal and communication skills, including experience in developing professional communication documentation and delivering effective presentations
8. Experience in the support of change initiatives in a large and complex organisation
9. Advanced computer literacy, particularly experience with current project management software and related application capabilities

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.