

<b>Position Title</b>	Project Manager
<b>Group/Portfolio</b>	Changing Health Systems Research Group
<b>Classification</b>	HEW 7
<b>Position Number</b>	00062954
<b>Reports To</b>	Senior Lecturer
<b>Employment Type</b>	Fixed Term

## 1.0 Position Purpose

This position is required to manage the delivery of externally funded grants related to the “Tracking Cube”, a culturally responsive, approach to screening, diagnosing and monitoring neuro-developmental concerns that can lead to identifying disorders such as FASD in primary healthcare. All projects aim to demonstrate the validity and effectiveness of the Tracking Cube across sectors, like health, education, early learning environments, out-of-home care, and youth justice.

The Project Manager will liaise with any representative within or across our consortium of multiple Universities, Hospitals and Community Agencies, as well as a range of other internal and external stakeholders. Other duties will include developing, implementing and maintaining project milestones, developing training materials, assessment strategies, and project procedures; and engendering a culture of professionalism.

The position will be primarily based at the Gold Coast campus, but the successful applicant may need to travel to remote locations to assist with the delivery of grant outcomes.

## 2.0 Eligibility Requirements

- A relevant tertiary qualification and significant experience in a health environment, or an equivalent combination of training, education and experience. Proven project management experience.

## 3.0 Key Responsibilities

- Provide high level administrative and project coordination support to the research group to ensure the successful implementation of the project, including reporting on key milestones for internal and external stakeholders.
- Provide complex process and procedural advice and contribute to the development and documentation of implementation procedures and change processes.
- Coordinate the development of detailed project plans to monitor and track progress of projects and ensure that projects are delivered on time, within scope and within budget, including continuous review of project materials for accuracy, quality, and appropriateness.
- Develop proactive approaches to facilitate exchange of information among the clinical team, research team and project stakeholders, encouraging and supporting the engagement with remote locations.

- Develop and coordinate the delivery of the final project reports, which documents and critically reviews the process of designing and implementing the agreed program of initiatives.
- Establish and manage relevant partnerships to support the project's engagement and initiatives.
- Ensure the successful development and implementation of workshops, events and project communications.
- Travel to project sites at least once to build rapport and engage site in project implementation.
- Maintain compliance with relevant legislation and University policies and procedures, including research ethics, equity and health & safety, laboratory standards and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.
- Other duties as required by the Chief Investigator.

#### 4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non- technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the **Leads Self/Others** section of our [Capability Development Framework](#).