POSITION DESCRIPTION

Research Project Manager

POSITION NUMBER	New
RESEARCH UNIT	Ophthalmic Epidemiology
CLASSIFICATION	Professional
EMPLOYMENT TYPE	Full time Maximum term contract (dependent on external funding) – until 28 February 2022
REPORTS TO	Professor Mingguang He
BASE SALARY	Professional level 8.1 $103,409 per annum
SUPERANNUATION	Employer contribution of 9.5%
OTHER BENEFITS	Salary packaging available (making part of your salary tax-free and increasing take-home pay) For more information visit www.smartsalary.com.au
HOW TO APPLY	Visit www.cera.org.au and apply via our *Study and Careers* page
CONTACT FOR ENQUIRIES ONLY	CERA Human Resources t: (03) 9929 8201 e: cera-hr@unimelb.edu.au *Please DO NOT send your application to this email address*

The Centre for Eye Research Australia is an equal opportunity employer and is committed to promoting a diverse and inclusive workforce. We encourage people from diverse backgrounds to apply for position within our organisation.

For further information about us visit www.cera.org.au

Position Summary

The Research Project Manager will manage a research project led by Professor Mingguang He, Principal Investigator and head of the Ophthalmic Epidemiology Unit at the Centre for Eye Research Australia, CERA. The project, funded by the Medical Research Future Fund, aims to develop, deploy and test an innovative Artificial Intelligence (AI) based screening and diagnostic system in different clinical settings across metropolitan, regional, Indigenous and rural communities in Australia.

The Research Project Manager is responsible for the planning, coordination, implementation and monitoring of research activities within the project, ensuring project milestones and deliverables are met. They will manage the day-to-day operations of the project and maintain all project related artifacts.

The Research Project Manager will also oversee delivery of other research projects as needed within Professor He's unit.

Key Responsibilities

1. Develop a detailed project plan, from initial development of the system to implementation in clinical settings, including defined objectives, success measurements and deliverables.

2. Communicate regularly with the Principal Investigator, reporting on the ongoing status of the project and providing actionable recommendations.

3. Work with CERA's Research Support units to understand and manage the budgets, legal, governance and other requirements of the project.

4. Manage relationships with external stakeholders and partners, including their financial and budgetary requirements and contribution to the project.

5. Prepare ethics applications for submission to relevant bodies.

6. Develop resources, guides, tools and training for site staff as needed.

7. Conduct research activities and data collection.

8. Manage project data, including maintaining its integrity and security.

9. Manage and develop study documentation, including project overview, risk and issue logs, team structure, status reports, meeting minutes etc.

10. Oversee the financial and administrative functions connected with the research project, including writing grant applications.

11. Prepare and contribute to research reports, academic papers and conference presentations.

Selection Criteria

ESSENTIAL

1. A master's degree qualification or above in a relevant discipline – medicine, ophthalmology, optometry, public health or related specialty.

2. Experience in project management and clinical research and data collection.

3. Strong stakeholder engagement skills.

4. Outstanding interpersonal, communication, negotiation and presentation skills.

5. Demonstrated ability to work independently and show sound judgment and initiative.

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6. Ability to effectively communicate with and instruct team members.

7. High level academic research and writing skills.

8. Capacity to manage and prioritise multiple tasks and commitments.

DESIRABLE

1. Current GCP (Good Clinical Practice) training certificate.

2. Medical practitioner or health professional registration.

3. Strong academic track record of publications in peer-reviewed journals, research project involvement and grants.

Job complexity, skills and knowledge

Level of supervision/independence

The Research Project Manager will make an independent contribution through professional practice and expertise and coordinate and lead the activities of other staff associated with the Project. They will work largely autonomously, with broad direction.

Problem solving and judgement

Responsible for program development and implementation. Provide strategic support and advice requiring integration of a range of organisational and external requirements, and an ability to achieve objectives operating within complex organisational structures.

Professional and organisational knowledge

The Research Project Manager is expected to have extensive relevant professional experience and/or education, as well as develop high level knowledge of the Ophthalmic Epidemiology Unit's operations, allowing them to make recommendations to the Principal Investigator and other stakeholders. The incumbent will be required to acquire detailed knowledge of CERA and University of Melbourne policy, procedures, and guidelines for research and the government guidelines they are based on.

Special requirements and other information

1. Occasional availability outside normal working hours for events and networking functions will be required.

2. To be eligible for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.

3. You may be required to independently travel to various office locations or other external locations to fulfill requirements of the position.

4. You may be required to consent to a police check. Please note that people with criminal records are not automatically prevented from applying for the position and each application will be considered on its merits.

5. This position will have no direct reports.

About us

The Centre for Eye Research Australia (CERA) is an international leader among ophthalmology research institutes. We conduct research with real-life impact looking at the causes of eye disease, preventing blindness through earlier diagnosis and better treatments, and restoring sight.

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CERA has multidisciplinary research programs that cover the full spectrum from laboratory-based basic science and stem cell research through to genetics, translational and clinical research, as well as health and population-based research.

We are an independent medical research institute closely affiliated with the University of Melbourne and co-located, at the Royal Victorian Eye and Ear Hospital. The strength of this three-way relationship is key to the successful translation of research from the bench to the bedside.

CERA has two main locations in Melbourne, one at the Royal Victorian Eye and Ear Hospital and the other at the Eye and Ear on the Park hospital in East Melbourne. We have around 130 staff and students working across our two sites.

Our vision and values

We strive to remain a world-leading eye research institute, renowned for the discovery of the causes of eye diseases and our work in improving diagnosis, prevention, treatment and rehabilitation of eye diseases, vision loss and blindness through our research, clinical work and teaching.

This vision is supported by our values of:

- o **Integrity** – We are accountable and honest in the work we do. Credible, ethical and responsible research is our priority.

- o **Unity** – We support and respect each other, celebrate our diversity and we pitch in when it is needed. In our work, keeping each other safe is always top of mind.

- o **Agility** – We research with ambition, tenacity, innovation and creativity. We are nimble and responsive in our pursuit of excellence.

- o **Making a difference** – We value collaborating and sharing our knowledge with each other and our community to make a real difference in the world. We never waiver from our goal of saving sight and changing people's lives for the better.

Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) responsibilities

CERA is committed to providing a workplace that is healthy and safe for staff, students, patients, visitors, contractors and the community. We aim to develop and maintain a culture that encourages all staff to actively manage health and safety risks and to consider the environment.

Our staff have a duty to take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.

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