



Research Project Manager

Position Description

About the role

The Research Project Manager is responsible for the management of a national multisite hospital research study. The role reports to Snr Research Fellow & CEO and sits within the research team. The Research Project Manager is an integral member of Summer Foundation and works with allied health professionals, external stakeholders, ethical bodies, people leaving hospital with high and complex disability needs, family members to ensure that the research project is carried out ethically and effectively.

About Summer Foundation

Established in 2006, the key aim of the Summer Foundation is to change human service policy and practice related to young people in nursing homes.

The Summer Foundation utilises a range of strategies to influence health, housing, aged care and disability service policy and practice related to this target group.

If you are looking for a career where you can make a difference, work collaboratively with committed and passionate people and have real opportunities for professional development, we encourage you to join our team.

Why we exist

The Summer Foundation exists to permanently stop young people with disability from being forced into residential aged care, ensuring people with disability have access to the support required to be in control of where, how and with whom they live.

How will we know we've succeeded

This problem can be solved, we are doing legacy work, and we are well on track to achieving what we set out to do. In 5 years we expect the Summer Foundation will have achieved its purpose. We will regard this as '*job done*' when the systems, policy settings and markets consistently enable people with disability to live where, how and with whom they choose; experiencing choice and control equal to people without disability.

Our workplace

We have staff working all across Australia, however our head office is located in Box Hill, Victoria. To meet some of our staff and watch a short clip about our organisation, please go to:

www.summerfoundation.org.au/staff

The Summer Foundation has flexible and supportive work practices. We encourage and welcome people with lived experience of disability to apply.

Role details

Position	Research Project Manager
Team	Research Team
Direct reports	None
Reports to	Snr Research Fellow (Research team) & CEO
Status	Full Time (0.8 - 1.0 FTE is negotiable) permanent
Location	Melbourne. Head office is located in Box Hill, Victoria
Last updated	October 2020

About the team

The Research Team supports the organisation to provide an evidence base to develop new ideas and innovation. Our key role is to carry out research using a range of methodologies to develop the breadth of evidence needed to inform policy and practice around the issue of young people in aged care. Summer Foundation research is underpinned by three key principles: the engagement of end users; impact on policy, practice and systems; and knowledge exchange and collaboration. We have the privilege of developing an evidence base which supports people to find the home that is right for them, which is often a truly life changing experience.

Key responsibilities

Project management and coordination

- Act as the point of contact for sites to manage ongoing project expectations and timelines, and provide support for participant recruitment, data collection and entry.
- Coordinate the set-up of participating sites including, but not limited to: site identification, obtaining ethics and governance approvals, negotiating and implementing research and funding agreements.
- Monitor study progress across participating sites using project management software
- Prepare and deliver project updates for ethics committee, external stakeholders and internal project teams.
- Attend project meetings

Management of project documentation and ethics

- Support the Chief Investigator to manage a national multi-site hospital research project in adherence with the research protocol and appropriate regulatory and ethical guidelines.
- Maintain and update essential study documents and tools including, but not limited to: Study Protocol, Data Dictionary, Participant Information Sheets and Informed Consent Forms, Interview Guidelines and the online database.
- Prepare essential documents for ethics amendments in liaison with the study investigators and the relevant Human Research Ethics Committee.

Stakeholder engagement

- Develop and maintain effective relationships with site investigators and relevant stakeholders
- Liaise with internal teams and provide regular updates on study progress.

Database management, analysis and dissemination of results

- Monitor, review and track data collection and submission of data from all participating sites.
- Complete qualitative and quantitative data analysis as required
- Complete quarterly reports of specific hospital data as required
- Contribute to conferences, and symposiums as necessary

General

- Other duties as requested by Snr Research Fellow, CEO, Executive Team or Research Team
- Remain flexible to role changes according to relevant skills and experience, changing work environments, work priorities and organisational needs
- Provide administrative support to the Research team as required.
- Attend project meetings and/or research symposiums, as necessary.
- Undertake other duties commensurate with the classification and scope of the position.

Qualifications, skills & experience

Qualifications

- An undergraduate allied health degree or extensive relevant experience working in disability, health, housing or social services sector.
- Eligibility for relevant professional membership of which evidence may be required
- Employment subject to National Police History Check

Skills & experience

- At least 3 years experience in working with people with disability and complex needs, particularly people in hospital, disability housing, residential aged care or at risk of being forced to live inappropriately in aged care
- Demonstrated capacity to engage with health professionals in a positive, meaningful approach
- Demonstrated high level problem solving skills
- Demonstrated high level professional, verbal and written communication skills
- Confident communicator via phone and in person
- Ability to work out how to find information and get the answers you need
- Project Management
- Understanding of health sector and stakeholders' needs
- Sound IT proficiency (i.e., Microsoft Office, databases, spreadsheets, videoconferencing)
- Highly organised - meets deadlines and has strong accountability and attention to detail
- Strong communication verbally and written to audiences internally and externally and for various levels of experience and knowledge

- Great passion for working with people with disability and championing their voice
- Ability to think flexibly and adapt positively to change
- Ability to work autonomously and within a collaborative team base in different geographical locations connecting regularly via videoconferencing.
- Capacity to respond to all relevant stakeholders in a timely, professional and efficient manner via videoconferencing, email and/or telephone.
- Advanced knowledge of Microsoft Office Suite and Google Drive
- Confident ability with building relationships within the sector
- Excellent verbal, written and presentation skills
- Organised and able to meet deadlines
- Adaptable to changing environments

Core capabilities

Decision Making

- Uses sound judgment to make sound decisions based on information gathered and analysed
- Considers all relevant facts and alternatives before deciding on the most appropriate action
- Commits to decisions

Teamwork

- Interacts with people effectively and is able and willing to share and receive information
- Co-operates within the team and across teams
- Supports team decisions and puts team goals ahead of personal goals

Work Standards

- Sets and maintains high performance standards
- Pays close attention to detail and accuracy and completes tasks
- Shows concern for all aspects of the job and follows up on work outputs

Motivation

- Displays energy and enthusiasm in approaching the job
- Commits to putting in additional effort
- Maintains high level of productivity and self-direction

Reliability

- Takes personal responsibility for job performance
- Completes work in a timely and consistent manner
- Follows through on commitments

Problem Solving

- Analyses problems by gathering and organising all relevant information
- Identifies cause and effect relationships
- Comes up with appropriate solutions

Adaptability

- Adapts to changing work environments, work priorities and organisational needs
- Able to effectively deal with change and diverse people

Planning and Organizing

- Plans and organises tasks and work responsibilities to achieve objectives
- Sets priorities
- Schedules activities
- Allocates and uses resources properly

Communication

- Expresses ideas effectively
- Organises and delivers information appropriately
- Listens actively

Integrity

- Shares complete and accurate information
- Maintains confidentiality and meets own commitments
- Adheres to organisational policies and procedures

Project Management

- Contributes creative ideas and proposes changes to processes and methods, to overcome identified bottlenecks, challenges and issues
- Readily accepts conditions of uncertainty or unpredictability, and remains productive in difficult situations
- Understands the principles of change management and develops approaches that suit the business situation
- Uses change as an opportunity to further business objectives and rewards change efforts

Stakeholder Management

- Initiates and manages negotiations with stakeholders to gain commitment to projects, and delivery of activities to meet timelines
- Provides and receives highly complex, contentious or sensitive information where high levels of negotiation, communication and interpersonal skills are required
- Ability to explain highly complex concepts, ideas and issues to an executive audience
- Confidently represents the organisation with external stakeholders and negotiate within parameters agreed with immediate manager
- Focuses on understanding stakeholder issues and influencing their views
- Provides authoritative expert advice on complex issues within own area

Summer Foundation Principles

The Summer Foundation's principles include:

working as a team | we understand, respect and support the contributions and experience of our colleagues. We understand how our individual contribution fits, and we feel confident and empowered to make our best contribution. We embrace and value diversity in our workplace.

a healthy approach to communication | We come to discussions prepared and ready to contribute. The how, why and by who of decision making is known and understood. The right people are in the right conversations. Our conversations are healthy, respectful, robust at times and safe.

shared clarity and commitment to purpose | We all have a strong, shared understanding of our 'why'. Our 'Why' is central to our strategy, decision making and actions.

working authentically | People with lived experience are central to our work and we purposefully and professionally incorporate this experience and expertise in our work. We focus closely on the impact of our work, and we strive to always deliver work to the highest standard.

a smart responsible and considered approach | We invest in efficient, continuously improving processes, and prioritise time for learning and reflection. We celebrate our successes and promote having fun at work. We work in a way that respects our environment.

Safety

All employees must comply with the Summer Foundation Occupational Health & Safety policy. Employees are also encouraged to attend environmental training, and raise any local issues, environmental incidents, ideas and improvements to their manager.

Agreement and acceptance

Signed: Dated
Employee

Signed: Dated
Manager