



Project Manager

Translational Research Institute, Brisbane

1. Background

The Translational Research Institute (TRI) is a leading Australian innovative medical research, development and translation facility. It is home to a range of cutting edge technologies including interventions to prevent and treat human diseases, and provide diagnosis of early disease.

Supported by grants from the Australian and Queensland Governments, situated in the Princess Alexandra Hospital precinct, TRI combines the research intellect and capability of Queensland Health, The University of Queensland, Queensland University of Technology and the Mater Hospital.

TRI houses over 1,000 leading researchers and support scientists who interface with clinicians on the hospital campus and at other Brisbane-based hospitals. It has two clinical trial facilities, one based at the PA Hospital and the other at the Centre for Children's Health Research next to the Children's Hospital. TRI licenses space to six start-up companies and space in an adjacent building to the biopharmaceutical manufacturer Thermo Fisher.

As a Translational Research Institute, TRI is charged with partnering scientific development with the commercial sector to ensure innovations move rapidly to improve patient outcomes and commercial return. To this end, TRI is at the interface of science, medicine and industry.

2. TRI Vision and Values

TRI will be a global leader in effective translation of research and innovation into improved healthcare and increased income and jobs for Australia. The TRI vision is achieved through a values-driven corporate culture focused on collaboration to achieve excellence. Our values are:

Leadership: *Our actions will shape a healthier world*

Integrity: *We do the right thing. Always*

Knowledge: *Through sharing, we empower innovation*

Excellence: *We strive for exceptional outcomes*

Collaboration: *Together we're better*

We LIKE Collaboration

3. Position Purpose

The primary purpose of the position is to work with the IT team and the wider organisation to deliver success for project activities. This includes functions of Project Management and Business Analysis. The candidate we are looking for will have a broad set of skills across these disciplines and be able to move between functions seamlessly.

Key to the success of the role will be having a high emotional intelligence, great customer skills and work exceptionally within our team. We have a range of business and technology projects to deliver, across a varied program of work.

4. Key Accountabilities

Primary accountabilities include, but are not limited to:

Project Management

- Project Management experience for multiple projects including small and large projects
- Provide project tracking, reporting and remedial actions as needed to increase success outcomes
- Engage with all levels of TRI and Partner personnel to ensure project delivery success
- Establish Project methods and models that are Right-sized to TRI, with a focus on actionable and repeatable process
- Other technical and support work as required.
- Communicate with project stakeholders to instil confidence and assurance
- Ensure projects are delivered to a high standard, on time and within budget
- Plan, organise and schedule activities to meet project objectives
- Motivate and monitor the progress of work performed by team members

Business Analysis

- Identify and outline existing processes and recommend optimised processes
- Collaborate with multiple internal customers to identify requirements and needs
- Collaborate with our stakeholders to ensure solutions meet the needs of all users of TRI's services
- Lead customer workshops and forums
- Ability to understand and translate business drivers, business case and success criteria
- Evaluate multiple solution options and provide a recommendation based on business value
- Engage with vendors as required to develop and review solutions

Other

- Solid experience in a broad range of projects across software, hardware and technical areas.
- Excellent communication skills
- Exemplary collaborator to deliver success
- Comply with TRI's Code of Conduct;
- Adopt sustainable practices in all work activities and comply with associated legislation and related sustainability responsibilities and procedures developed by TRI;
- Participate in procurement and system implementation / administration duties when required; and
- Other duties as required by TRI.

5. Reporting Relationships

The position reports to the ICT Lead of the Translational Research Institute.

6. Selection Criteria - Experience, Knowledge, Skills, Abilities and Qualifications

Experience

- 5 years in a similar role

Knowledge, Skills and Abilities

Essential

- Experience in delivering Program and Portfolio management in an environment with multiple stakeholders
- Demonstrated experience in the implementation of organisational level projects.
- Demonstrated highly developed analytical, problem-solving and organisational skills.
- Demonstrated ability to constructively deal with new problems, including a proven track record in finding and implementing creative solutions to problems.
- Experience in requirements definition, customer engagement and workshop design.
- Demonstrated experience in identifying, improving and implementing enhanced business processes.
- Flexibility to act in multiple roles as needed to ensure project success.
- Outstanding customer engagement skills.
- Outstanding communications skills
- Ability to build and develop strong working relationships.
- Customer service orientation.
- Enthusiasm for working with and assisting people.

Desirable

- Experience within University or Healthcare environments
- Significant experience in program management

Qualifications

- Bachelor Degree; or
- An Associate Diploma with some subsequent relevant work experience; or
- An equivalent combination of experience, education and training.