POSITION SUMMARY

The Project Manager is responsible for the overall co-ordination of the HSA (Health Science Alliance) Biobank and Data Linkage Program within specified timelines and project scope.

The overall aim of the HSA Biobank is to implement and streamline processes for universal patient consent to biobanking and health data linkage as part of the standard of care. The Data Linkage Program seeks to ensure maximum utility of patient data sources such as Medicare and Pharmaceutical Benefits Scheme data through a number of linkage and informatics projects, while meeting all ethical and governance requirements. A key goal of this role is to create infrastructure that will support cancer research in NSW.

ORGANISATIONAL ENVIRONMENT

Overview of the Faculty/School/Divisional Work Unit

UNSW Medicine is a national leader in learning, teaching and research, with close affiliations to a number of Australia’s finest hospitals, research institutes and health care organisations. With a strong presence at UNSW Kensington campus, the faculty have staff and students in teaching hospitals in Sydney as well as regional and rural areas of NSW including Albury/Wodonga, Wagga Wagga, Coffs Harbour and Port Macquarie.

The Prince of Wales Clinical School (POWCL) occupies the Edmund Blacket Building at the Prince of Wales Hospital and the Lowy Cancer Research Centre. Through its presence as part of the Biomedical Science precinct the School is able to fully support virtually all contemporary forms of biomedical research.

The Translational Cancer Research Network (TCRN) is affiliated with the Faculty’s Prince of Wales Clinical School and has been established to create an innovative and supportive
environment for the translation of research findings into real world outcomes, for the benefit of individuals with cancer and their health care providers.

Statistics


Reporting Relationships

Supervisor’s title: Program Manager

Other positions reporting to the supervisor: Six (6) professional staff

Positions reporting to this position: Data Manager, Project Officer

Other relationships: multiple internal and external stakeholders

**KEY DUTIES & RESPONSIBILITIES**

**Data Linkage Program**

- Co-ordinate the Data Linkage Program of the TCRN and oversee the work of other TCRN data linkage and bioinformatics staff members to deliver a co-ordinated program for the benefit of third party cancer researchers.
- Ensure the ethics and governance requirements of all patient datasets are met and maintained
- Act as the TCRN data linkage expert and investigate other potential sources of patient data that can be incorporated into the Data Linkage Program

**Biobanking Universal Consent Project**

- Identify and oversee processes by which patient consent can be obtained for biobanking as part of standard pre-operative admission procedures.
- Work with care teams and clinical services involved with consent for biobanking, and provide education, training and reports to those individuals.
- Manage processes for monitoring consent performance, and use the data so obtained to identify patient, staff or systems factors that prevent or limit consenting of cancer patients in NSW public hospitals.
- Create and distribute materials to support the performance of Consent Pilot trials, including consent forms, study protocols and educational materials.
- Prepare briefs for local health district committees and report to stakeholders on pilot progress.
- Implement the preferred consenting process, as well as standardised processes for monitoring, evaluating and reporting performance, across multiple sites and tumour streams in NSW.
- Identify, manage and report on project risk; develop and manage controls to minimise project risk and escalate where appropriate, all in a timely manner.
- Work with other Biobanking Stakeholder Network (BSN) project officers on BSN funded project deliverables at other sites.
General

- Meet the deliverables and milestones of the overall project plan, and where this is not achievable, develop appropriate solutions or alternate goals.
- Establish and maintain excellent working relationships and communicate effectively with internal and external stakeholders.
- Create, manage and maintain accurate project documentation, and monitor and report on project progress to the BSN Champion, TCRN Program Manager and other relevant individuals and governance committees.
- Prepare reports, presentations, grant applications, posters and manuscripts for an expert audience, peer review and lay audiences.
- Contribute to other TCRN-led projects as required.
- Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

SELECTION CRITERIA

- Postgraduate qualifications or relevant experience in project management (on time, on budget, to a high quality) in the hospital workplace or tertiary education sector; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated exposure to and experience in any of the following - biobanking, cancer research, data collection and management, hospital administration, pathology or patient care.
- Demonstrated experience working with health data in a clinical or research setting, including an understanding of Human Research Ethics requirements.
- Demonstrated experience in managing diverse teams and to work with a range of people at all levels to achieve agreed outcomes and reconcile diverse views.
- Demonstrated excellent presentation, communication and interpersonal skills.
- High level written communication skills with demonstrated ability to develop and write reports, including business cases, policies, plans and procedures as well as presentations, grant applications, posters and manuscripts.
- Advanced administration and computing skills in Microsoft Office and the ability to learn new systems.
- Demonstrated initiative, problem solving and analytical skills.
- Ability and capacity to implement required UNSW health and safety policies and procedures.

Please note:
It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.