



Position Description – Project Manager

Position Details

Position Title:	Project Manager
Position Number:	NEW
College/Portfolio:	STEM College
School/Group:	School of Health and Biomedical Sciences
Campus Location:	Based at the Bundoora campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW 8
Employment Type:	Fixed-Term (Five Years)
Time Fraction:	1.0 FTE (negotiable).

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

The Eat, Move, Heal Network

The successful candidate would be joining the *Eat, Move, Heal Network (EMHN)*, an Enabling Impact Network located in the School of Health and Biomedical Sciences at RMIT. EMHN leads pioneering research in Long-COVID and provides up-to-date information about this complex health condition to healthcare practitioners and the general public.

EMHN brings together researchers, educators and healthcare practitioners from over 10 disciplines, as well as industry partners and community members. *Eat, Move, Heal* refers to evidence-based lifestyle interventions for Long-COVID, including diet and nutrition, physical activity, and mental health modulation. Specific areas of research interest include:

- Lived experience of people with Long-COVID, including those from diverse and hard-to-reach communities,
- Factors contributing to Long-COVID experiences,
- Creative care pathways to facilitate the recovery from COVID-19 and Long-COVID,
- Innovative and easily implementable lifestyle solutions tailored to individuals and modes of deployment, and
- Biological markers that enable an accurate diagnosis and the evaluation of interventions.

For more information about the EMHN, please visit our webpage: [Eat, Move, Heal Network \(EMHN\) - RMIT University](#)

MRFF Long-COVID Project

The \$4.9 million MRFF Post-Acute Sequelae of COVID-19 project will bring together multidisciplinary expertise from clinicians and medical researchers (infectious diseases, immunology, general practise, emergency) with expert researchers across the social sciences, community engagement, economics, education and digital innovation. Both national and international partners across Australia and the UK will be involved.

Through extensive consultation with consumers, health providers and PASC researchers, this project will deliver an effective, inclusive model of care for those living with PASC. It will achieve this by (1) developing a meaningful understanding of PASC and its impacts for Australia's diverse population; (2) producing a toolkit consisting of validated and reliable measures for assessment, monitoring the impact, and costing the delivery of PASC care in Australia; (3) informing a transdisciplinary, consumer-led model of PASC care; and (4) supporting a coordinated approach to Australian PASC research.

Position Summary

The successful candidate will be based in the EMHN and will be responsible for managing a large, multidisciplinary project titled: ***Emerging from the long shadow: Optimising supportive consumer and provider journeys through the post-acute sequelae of COVID-19 (PASC)***. The project focuses on understanding and addressing the varied experiences and needs of different population groups, including culturally and linguistically diverse communities, First Nations peoples, individuals with disabilities, and other high-priority groups. The project is funded under the following grant scheme: [2023 MRFF Post-Acute Sequelae of COVID-19 \(Stream 1\)](#).

The project team includes over 15 researchers from RMIT and other universities, along with external partners such as Northern Health, Launceston General Hospital, the Victorian Virtual Emergency Department, Carers NT, and Hand on Health Victoria. The team will also include two dedicated, full time Postdoctoral Research Fellow positions, a full time Research Assistant, at least two HDR Candidates.

The Project Manager will undertake activities in line with the University's research strategy. This includes:

- Leading project planning, prioritization, and governance, alongside the project's senior leadership team for the delivery of the project milestones;
- Engaging proactively with local and international team members and broader stakeholders in the Eat, Move, Heal Enabling Impact Network;
- Developing and implementing effective project management workflows and infrastructure, tailored to the needs of the project;
- Monitoring and managing project timelines, costs, deliverables, and risks, in line with relevant contracts, regulations and standards;
- Developing public-facing project materials and knowledge translation resources, directed to a wide range of stakeholder audiences; and
- Overseeing project administration, including record keeping and reporting.

Reporting Line

Reports to: Prof. Catherine Itsiopoulos (Dean, School of Health and Biomedical Sciences; Chief Investigator).

Direct reports (TBC):

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Provide high level, confidential support to the senior project leadership team, including project-related correspondence, co-ordinating project meetings and visitors, travel arrangements, records and finance management, preparation of correspondence, and other administrative activities as directed,
- Develop, implement, and oversee effective project management workflows and infrastructure within project timelines,
- Work with contractors and project team to co-ordinate events and operational activities,
- Work closely with project team members and the STEM College Professional Services teams and across relevant RMIT University teams to ensure that project reporting and governance requirements are executed correctly and in a timely manner,
- Refer project staff and HDR candidates to process experts at RMIT, for advice on policy and procedures as appropriate,
- Develop public-facing project materials and knowledge translation resources, directed to a wide range of stakeholder audiences,
- Work autonomously within the scope of the role, and
- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.

Key Selection Criteria

Essential

1. Proven track record (minimum 3 years) in project management experience, and strong knowledge of project management concepts.
2. Extensive experience in providing high-level administrative support to an executive or equivalent in a university or clinical research environment or similar, including correspondence, staff management, document development, information management, reporting, and high-level stakeholder liaison.
3. Demonstrated ability to work effectively, flexibly, and collaboratively with colleagues within and beyond the immediate work unit, contributing to the achievement of team goals.
4. Demonstrated commitment to quality and continuous improvement.
5. Proven ability to consistently interpret, advise on and apply policies and procedures, and to drive creative solutions through to implementation.
6. Proven ability to work independently, use initiative, prioritise tasks, and meet deadlines in a demanding environment.
7. Excellent attention to detail and a demonstrated commitment to quality assurance.
8. Excellent interpersonal and communication skills, with proven ability to liaise effectively with researchers, professional staff, and external parties on complex and/or sensitive issues.
9. Demonstrated high-level computer skills using Word, Excel, databases, a variety of booking and reconciliations systems, internet and email with the focus on accuracy and attention to detail.

Desirable

1. Experience in managing community-based, mixed-methods, and/or multidisciplinary research teams is desired.
2. Expertise in health communication, science communication, knowledge translation, and/or media, targeting diverse stakeholder audiences.

This project involves working with diverse community groups. Experience in working with people with complex/chronic health conditions, disability, or other diversities is highly desired. Lived experience with complex/chronic health conditions or disability, personal experience as a caregiver/supporter, is also highly desired. Candidates who identify as Aboriginal or Torres Strait Islander, LGBTIQ+, or gender diverse, and those from culturally or linguistically diverse backgrounds, are also strongly encouraged to apply.

Qualifications

The successful candidate will have:

- Bachelor's degree (or higher) in a relevant area, and/or
- Project Management certification.

The successful candidate should have at least 3 years' experience in project management roles, in relevant settings.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working with Children Check is a condition of employment at RMIT.