

## Position Description

**Position Title:** Tipping Point Project Manager

**Position Number:** TBC

**Classification:**

**School:** School of Health Sciences

**Department:** Centre for Mental Health and Brain Sciences

This is a new full-time 5-year position commencing as soon as possible. It is located within the School of Health Sciences and the Centre for Mental Health and Brain Sciences.

The position is the primary appointment of a 5-year Wellcome Trust-funded research project (2024-2018) investigating the prediction of relapse amongst people diagnosed with bipolar disorder. A Project Manager is required to coordinate the entire multi-study project. The Project Manager role is under the broad direction of Professor Greg Murray, Director Mood Disorder Research and Practice.

The role has two primary areas of responsibility. Firstly, the incumbent will coordinate the activities of the project's four work packages, being conducted in Australia, New Zealand, India and Germany. Secondly, the incumbent will have primary responsibility for timely completion of the study being conducted in Australia. Specific tasks will include employing and supervising project staff, liaising with overseas study leads and other stakeholders, managing budgets, and in the Australian study coordinating participant recruitment, overseeing data collection and data management. The Project Manager will therefore oversee the management of a complex international clinical research team. Significant innovation, initiative and judgement are required by the role.

The position would suit a highly experienced professional research Project Manager in mental health. The successful candidate will be able to build professional networks nationally and internationally. They may have the opportunity to contribute to scientific publications emerging from the project.

### Location

This position is currently located at the Hawthorn campus, but the incumbent must be willing to travel between campuses and work at a range of clinical locations. Subject to suitability, this position may be eligible for flexible working options such as working from home arrangements.

## Key Responsibility Areas

### Research

Coordinate all activities of a 5-year multi-national project investigating predictors of relapse in bipolar disorder, including but not limited to:

- Coordinate all four work packages (Australia, New Zealand, India, Germany), ensuring timely completing against milestones and outputs
  - Develop and maintain budgets, collaborate with Wellcome Trust and Swinburne Research on financial reporting for the project as a whole
  - Liaise with the international research team, including coordinating regular meetings with project steering committee and independent data safety committee
  - Maintain timely and transparent communication with all stake holders (including International Society for Bipolar Disorders, Wellcome Trust, local community groups)
  - Ensure best practice around open science principles, data quality and management
  - Participate in dissemination of preliminary and ultimate findings of the project through contributing to scientific outputs
  - Responsible for overall development and implementation of the project management plan against the set timelines for recruitment, data analysis etc.
- Ensure timely completion of all milestones of the Australian part of the Wellcome project, including but not limited to:
- Develop and oversee a robust recruitment and retention plan for a 5-year cohort study of bipolar disorder relapse, including liaising with community, scientific and clinical networks
  - Develop and oversee robust data storage and security processes for the Australian study, and support data pipeline development for the project's three other work packages
  - Obtain ethics approval for the Australian study and meet all associated reporting requirements
  - Train and supervise research assistants and students attached to the project's Australian study
  - Develop and maintain budgeting and financial reporting of the Australian study
  - Maintain timely and transparent communication with all local stake holders (including community groups in Australia, CORE-BD [NHMRC Centre for Research Excellence in Bipolar Disorder], Swinburne Research Office, Swinburne Bipolar Research Clinic)
  - Develop and monitor a scientific publication plan for the project

<p><b>Service &amp; Administration</b></p>	<ul style="list-style-type: none"> <li>• Work collaboratively across the University, across the Research Ecosystems and other central functions as required in order to deliver on Swinburne’s missions and strategies.</li> <li>• Actively participate in People and Culture processes, including Performance and Development planning and annual review processes.</li> <li>• Maintain up to date with all compliance training requirements.</li> <li>• Attend and actively participate in staff meetings, providing feedback and contribution to the ongoing improvement of the operations of the Centre and School.</li> </ul>
<p><b>Administrative</b></p>	<ul style="list-style-type: none"> <li>• Ensure that ethics and study documentation is appropriately maintained</li> <li>• Maintain and update any documentation (standard operating procedures) in relation to the project.</li> <li>• Prioritise work to ensure that the project runs smoothly.</li> <li>• Coordinate other staff on project to ensure milestones are completed.</li> <li>• Participate in operational, committee and other meetings with CMHBS staff and stakeholders as needed.</li> </ul>
<p><b>Leadership</b></p>	<ul style="list-style-type: none"> <li>• Contribute to the reputation of the Centre for Mental Health and Brain Sciences and the School of Health Sciences through external forums, high quality research, both nationally and internationally.</li> <li>• Contribute to an environment that values and fosters innovation by staff and students.</li> <li>• Participate in internal and external collaboration activities as relevant to the role.</li> </ul>
<p><b>Swinburne Behaviours</b></p>	<ul style="list-style-type: none"> <li>• Commitment to the Swinburne Values of:</li> <li>• <b>One Swinburne - We work together</b>, bringing our unique skills to achieve our common purpose and strategy.</li> <li>• <b>Future – Focused</b> - We commit to taking bold strides – ‘moon shots’ – and are constantly <b>innovating, disrupting, renewing and changing</b> to create tomorrow’s technology and talent today.</li> <li>• <b>Engaged</b> - We strive to be the most <b>industry-engaged</b> university, to amplify our impact and support all students to be future-ready</li> <li>• <b>Empowered</b> - We are trusted, and expected, to <b>act and make decisions</b> commensurate with our roles and skills, and to <b>drive continuous improvement</b>, to deliver our common goals.</li> <li>• <b>Accountable</b> - We are accountable for our contributions to Swinburne’s <b>success and sustainability</b>, for the ways we work together, and for the <b>outcomes</b> that we deliver for students, partners and society.</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Undertake Division-wide and/or university-wide responsibilities as required.</li> </ul>

<b>Key Selection Criteria</b>		<b>Essential / preferable</b>
Candidates are required to respond to each of the selection criteria		
<b>Qualifications</b>	• Degree in psychology or related discipline	Essential
	• Post graduate training in psychology or related discipline	Preferable
<b>Experience/ Knowledge/ Attributes</b>	• Completed large-scale research projects in clinical psychology or psychiatry	Essential
	• Experience recruiting participants with a mental health diagnosis	Essential
	• Experience conducting clinical trials or cohort studies	Essential
	• Enthusiastic and self-motivated person	Essential
	• Advanced written and oral communication skills	Essential
	• Strong interpersonal and team-working skills	Essential
	• Experience coordinating teams	Essential
	• Demonstrated ability to flexibly respond to and independently address unexpected challenges emerging in completion of a large-scale research project	Essential
	• Experience collecting and managing complex datasets (preferably including subjective, clinical and objective data)	Preferable
	• Experience working with, and/or academic knowledge of severe and recurrent mental health problems (particularly mood disorders)	Preferable
	• IT knowledge and skills, particularly data base management	Preferable
	• Knowledge of the relationship between sleep, circadian function and mental health	Preferable
	• Experience in stakeholder management and/or consumer/service user consultation and participation	Preferable
<b>Other</b>	• A valid working with children's check card (or ability to obtain prior to or upon commencement)	Essential