

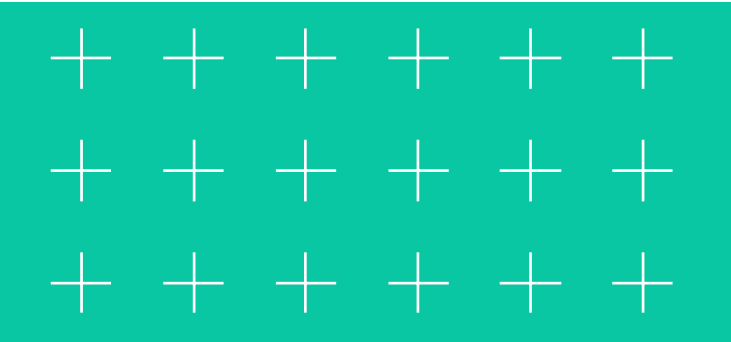


**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Research Project Manager,
BioGrid Australia**



THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria’s first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we’ve moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We’re here when it matters most, and we’ll continue to be the first to speak out for our diverse community’s wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At The RMH we’re inspired by our vision of Advancing health for everyone, every day. While we’re each going about our different roles, we’re united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. **Be a great place to work and a great place to receive care**
2. **Grow our Home First approach**
3. **Realise the potential of the Melbourne Biomedical Precinct**
4. **Become a digital health service**
5. **Strive for sustainability**



Position Description

Position Title:	Research Project Manager
Service:	BioGrid Australia
Location:	The Royal Melbourne Hospital, City Campus
Reports To:	Project and Data Services Manager
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2016–2020
Classification:	HS3
Employment Status:	Full Time
Immunisation Risk Category:	Category C
Date of Review:	September 2021

POSITION SUMMARY

Position Purpose

The purpose of this role is to provide project management for development of clinical research software as well as analytical and reporting services for research programs in the medical research sector. This role will support research projects that require data connectivity, curation, linkage, analysis and reporting enabled by BioGrid's national data sharing platform.

Effective interpretation, documentation and management of clients' requirements that translate to efficient technical solutions and research outcomes are critical to the success of this role.

Department Description

BioGrid Australia Ltd is a not for profit company limited by guarantee. Its members are health services, universities and research institutes that utilise this trusted virtual real-time national data linkage platform to conduct collaborative multi-site research. BioGrid specialises in real-time linkage of hospital-based and managed clinical treatment outcome, genomic, biospecimen and patient administration system data.

BioGrid's head office is located at Melbourne Health, which is a major public health provider in Victoria, Australia and is one of the lead organisation members in the BioGrid Australia collaboration.

BioGrid Australia – Our Vision

Our organisation will be the leading independent platform of choice for clinical and research data collaboration

BioGrid Australia – Our Mission

Accelerate medical insights so that we all have healthier lives by providing researchers with a preferred independent platform offering enduring curated clinical data linkages in a research-ready, privacy-protected and secure manner.

BioGrid Australia – Our Values

Dependable & Innovative

Trustworthy & Accountable

Collaborative & Customer Focused

BioGrid’s Unique Legal and Ethical Framework

- BioGrid has an overarching evergreen collaboration agreement with over 40 institutions (representing over 80 sites across Australia) covering the management of governance, intellectual property, data access, undertaking projects, commercialisation and publications.
- BioGrid has ethics approval for its national data linkage platform. This includes systems, methodologies and processes for data linkage, data governance, data privacy, data security and data access in every Australian state and the ACT.
- BioGrid is the only collaboration network in Australia with the legal and ethical framework to enable the sharing of real-time health and medical data for research.

BioGrid’s Federated Technical Solution

- BioGrid’s federated national data linkage platform is scalable and continues to be improved using robust global vendor hardware and software. BioGrid does not store linked data: rather the platform is structured to access data across the federation as soon as specific research is authorised.
- Custodians of data linked to the BioGrid platform have full control over whom and for what purpose their data are accessed. This is managed via the BioGrid online Access Request System, which is overseen by the Melbourne Health Human Research Ethics Committee (HREC) on behalf of the BioGrid collaborators.
- BioGrid utilises either probabilistic identity matching or exact matching using a cryptographic hashing function, to enable linkage of individuals’ records across multiple datasets. This is achieved by using a defined set of personally identifying information to create a BioGrid Unique Subject Identifier for each individual.

BioGrid’s Individual Privacy and Data Security

- BioGrid only uses identifiable data for the purpose of record linkage. This is consistent with section 3.1 of the NHMRC National Statement on Ethical Conduct in Human Research.
- All data transfers and linkages within BioGrid’s infrastructure are performed over secure and encrypted network connections. Identifiable data is received and managed separately to individuals’ health information so authorised researchers only access coded data (i.e. with identifiers removed).
- BioGrid uses the highly regarded IBM Security Identity Management System to control authorised user provisioning and web access to data available through BioGrid.

The BioGrid data platform, established in 2003, is a virtual repository of clinical and genetic data sets. Physically located within independent institutions, the data sets can be integrated, searched and queried seamlessly via a federated data integrator. The web-based platform has the capacity to uniquely identify and ethically integrate data collected about an individual across multiple institutions while protecting both privacy and intellectual property.

Further information on BioGrid is available at www.biogrid.org.au.



KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of expertise and seek help where required.
- Work collaboratively with colleagues across teams.
- Speak up for data and information security.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH and BioGrid are a smoke-free environments.

KEY ACCOUNTABILITIES – POSITION SPECIFIC

- Project management and coordination for investigator-led research projects that require data connectivity, curation, linkage, analysis and reporting managed by BioGrid to ensure projects are delivered within budget, on time and with high customer satisfaction:
 - a. Define project scope from specifications obtained from clients for fee-for-service activity;
 - b. Develop and manage project documentation including reporting for client research projects;
 - c. Work with relevant stakeholders on the data connectivity, curation, linkage, analysis and reporting required relevant for their research with the Data Team and Technical Team; and
 - d. Coordinate projects to completion, liaising with internal and external stakeholders as required.
- Project management and coordination of requirements for development of clinical research software development to ensure projects are delivered within budget, on time and with high customer satisfaction:
 - a. Develop and manage project documentation for disease-specific clinical software development;
 - b. Control scope of the development and identify and facilitate the resolution of deviations from the project plan in consultation with the Data, Technical and Business teams;
 - c. Work with relevant stakeholders on the development of database schema and front-end requirements for Software Engineers with the Data Team and Technical Team;
 - d. Work with relevant stakeholders to research and identify appropriate data items, using national and international standards where possible; and
 - e. Coordinate testing and deployment of disease specific software at required sites.
- Support the operation of BioGrid's Data Access Request System to:
 - a. Assist users' complete applications to access connected data; and
 - b. Monitor the status of data access applications and ensure timely processing.
- Assist with development and review of business processes utilising JIRA, Confluence and written Policies and Procedures.
- Assist with BioGrid's administrative, planning and communication activities as required.

KEY RELATIONSHIPS



Internal

- BioGrid Project and Data Services Manager
- BioGrid Australia Technical, Data and Business team members

External

- BioGrid Australia Stakeholder Groups
- Physicians, Specialists, Surgeons and other health professionals
- Clinical researchers and groups at state, interstate and international participant sites
- Hospital Information Technology Departments

KEY SELECTION CRITERIA

Formal Qualifications

- Degree in Biomedical Science (or equivalent)

Essential - Technical

- Three years' experience working in a health/biomedical science environment.
- Experience using project management software e.g. JIRA, Microsoft Project etc.
- Experience managing projects with proven ability to coordinate resources with tight time frames.

Essential – Non-Technical

- Commitment to abiding by RMH and BioGrid values.
- Demonstrated high level interpersonal skills (verbal and written) including team and client relationship management.
- Excellent organisational, time management and prioritising skills with ability to manage multiple conflicting priorities under pressure.
- Excellent problem solving skills with a strong desire to 'do it right' the first time.
- Demonstrated ability in managing change within a busy project management environment.
- Ability to work autonomously under minimal supervision, and in a team environment.
- Self-motivated and directed, with keen attention to detail.

Desirable

- Experience with data analysis and reporting for research projects.
- Experience working with various data sources formats including structured, semi-structured and unstructured data.
- Understanding of data management and entity-relationship modelling and ability to manage and query databases using SQL or other query language.

KEY PERFORMANCE INDICATORS



Your performance will be measured through your successful:

- Demonstration of RMH and BioGrid values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

/ /

Date
