

Project Manager for the Australian Cardiovascular Alliance

Prepared by *the Australian Cardiovascular Alliance*
(ACvA)

Contact

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JOB TITLE:	PROJECT MANAGER
JOB TYPE:	Full time
LOCATION:	Negotiable
REPORTS TO:	ACvA Executive Director
JOB DURATION	12-month contract
SALARY	A salary package will be negotiated

The Australian Cardiovascular Alliance (ACvA)

The Australian Cardiovascular Alliance (ACvA) is a collaboration of our highest quality cardiovascular research bodies and scientific societies, individual researchers, industry and non-government organisations, aiming to increase the visibility of cardiovascular disease as a national health priority in the Australian community and in government.

The ACvA believes the time is ripe for a new vision, new thinking and new strategies to solve cardiovascular disease and proposes investment in a whole-of-nation approach that addresses current gaps in the translational pipeline to maximise impact. To achieve this vision, the ACvA has devised six strategic flagships that are the centrepiece of the Alliance and would provide a platform of strengths in cardiovascular research and clinical care: 1) Implementation and Policy; 2) Clinical Trials; 3) Big Data; 4) Precision Medicine; 5) Drug Discovery; and 6) Bioengineering, applied to cross-cutting themes of atherosclerosis, heart muscle disease, stroke and cardiac arrhythmias.

Specifically, the ACvA:

- Acts as an advocate for increased peer-reviewed funding in heart, stroke and vascular disease research.
- Represents cardiovascular researchers calling for more research into heart, stroke and vascular disease.
- Promotes the development of strong collaborative networks between cardiovascular researchers Australia-wide
- Develop, facilitates and implements capacity and collaboration building activities
- Promotes importance and impact of cardiovascular disease in driving improved health and economic outcomes.

Primary purpose of the role

The primary purpose of the role is to work collaboratively with the Flagship Directors, deliver projects and activities to support their work and help drive integration between the Flagships, our Institutional and Industry partners, Governments and other key stakeholder groups.

Key accountabilities

- Manage the planning and delivery of key projects in support of the Flagships in line with the ACvA's strategy and priorities.

- Manage and oversee operational aspects of the project cycle, including developing project plans, identifying and coordinating resources, managing budgets, supplier and contract management and meeting reporting requirements to ensure project outcomes are achieved on time, on budget, to quality standards and approved project management methodology.
- Develop and maintain stakeholder and customer relationships through effective communication, negotiation and issues management to ensure agreed deliverables are met.
- Provide advice and information on emerging project issues to support project development and delivery in line with established plans, budgets, timeframes, policy objectives and other project and priorities

Key relationships

Internal

- Executive Director, ACvA
- ACvA Operational team
- ACvA Flagship Directors
- ACvA Scientific Advisory Board

External

- Research Community
- Industry Members
- MRIs
- Peak organisations
- Health and research Departments (Government)
- ACvA funders

Selection criteria

- Postgraduate degree in a relevant field or accumulation of relevant experience in Project Management
- Extensive project management skills.
- Proven ability to interact with industry, government and academic stakeholders (or equivalent)
- Excellent written and verbal communication skills
- A demonstrable record of operating in a complex business model and applying sound business and commercial acumen characterised by fact-based decision making
- A commitment to the goals of the ACvA, and their proposed strategy for transforming collaborative and impactful cardiovascular research in Australia
- An appreciation of the values and roles of cardiovascular research institutes and societies
- Desirable: Understanding of medical/healthcare/research system

Values

- Collaborative
- Dynamic
- Committed
- Innovative