

Working

# JOB DESCRIPTION TELETHON KIDS INSTITUTE



**Why is this Job Description being written?**  New Position  Replacement Position  Position re-designed  Position not previously described

**POSITION DETAILS:** **Position Title:** **PROJECT MANAGER, DIABETES DATABASE DEVELOPMENT PROJECT**

**Position reports to: (role)** Co-directors, Children’s Diabetes Centre

**Location: include all possible locations** Department of Diabetes and Endocrinology, Princess Margaret Hospital transitioning to Perth Children’s Hospital 2017

**POSITION PURPOSE:** In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

The purpose of this role is to oversee the procurement of services and the design, development and implementation of a web-based, integrated patient information management system and shared database for use by participating paediatric (1) and adult (4) diabetes centres based in Perth, WA.

## KEY RESPONSIBILITY AREAS *(Please list in order of importance)*

<b>Key Position Accountabilities</b> What are the main areas for which the position is accountable	<b>% of Total Role</b>	<b>Inputs:</b> What are the key activities or tasks to be carried out?	<b>Outputs:</b> What are the expected end results?	<b>Measures:</b> How it is measured
<b>Procurement of Services</b>	10%	<ul style="list-style-type: none"> <li>Oversee a tender process to engage a vendor to provide the services required to customise or build an application that meets the requirements of participating diabetes centres</li> </ul>	<ul style="list-style-type: none"> <li>Engagement of vendor</li> </ul>	<ul style="list-style-type: none"> <li>Finalisation of contract</li> </ul>

<p><b><i>Project Management</i></b></p>	<p>80%</p>	<ul style="list-style-type: none"> <li>• Oversee IT vendor through design, development, testing and implementation phases of the project, ensuring that the delivered product meets requirements</li> <li>• Manage the project schedule</li> <li>• Identify and manage changes to the project scope</li> <li>• Manage the project budget</li> <li>• Identify and manage project risks</li> <li>• Work with WA Health to ensure successful integration and implementation of the application/database at participating centres</li> <li>• Keep stakeholders engaged and informed throughout the project and facilitate appropriate face to face discussions between clinicians and service providers</li> <li>• Oversee Ethics and governance requirements at all participating centres</li> </ul>	<ul style="list-style-type: none"> <li>• Timely completion the project</li> <li>• Project completion within budget</li> <li>• User requirements met</li> <li>• Risk management compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from users</li> <li>• Project milestones</li> <li>• Low incidence of IT issues</li> </ul>
<p><b><i>Transition to Support</i></b></p>	<p>10%</p>	<ul style="list-style-type: none"> <li>• Oversee the transition of the application/database to support</li> <li>• Ensure ongoing sustainability of the application/database</li> </ul>	<ul style="list-style-type: none"> <li>• Successful transition achieved</li> <li>• Long-term viability of the solution</li> </ul>	<ul style="list-style-type: none"> <li>• Improvement in clinical management of patients</li> <li>• High quality data available for research</li> </ul>

### ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

**Qualifications:** what are the minimum educational, technical or professional qualifications required to competently perform role

- Tertiary qualification in relevant IT-related discipline

**Skills, Knowledge & Experience:**

- Minimum 5 years project management experience in IT-related projects
- Excellent stakeholder management and interpersonal skills
- Excellent written and verbal communication
- Excellent organisational skills
- Competent user of Microsoft Office applications
- High level of attention to detail

### DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

**Qualifications:** what are the minimum educational, technical or professional qualifications required to competently perform role

- Project management qualification

**Skills, Knowledge & Experience:**

- Experience working with the IT department of WA Health or similar
- Experience working with clinicians and/or in a medical environment
- Previous experience working in Medical Research
- Knowledge of Ethics and governance processes in relation to health data

### SCOPE:

**Financial accountability:** Does this role have accountability for a budget?

- Project budget of approximately \$500,000

**People responsibility:** Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports

0

No. of indirect reports

0

**ORGANISATIONAL CHART:** (please complete using position titles or insert diagram below)

Next level of supervision

Director

Immediate level of supervision

Co-directors,  
Children's  
Diabetes Centre

Other roles reporting to immediate supervisor

	DPMS National Rollout Coordinator	Project Manager	ADDN Project Manager		
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Direct reports (role x no.)

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**ADDITIONAL INFORMATION:** is there any additional information that needs to be understood to explain this role?

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