Position Description

Position Title:	National Allergy Centre of Excellence (NACE) Product Delivery Manager
Salary Range:	Individual Contract
Reporting Manager:	NACE Program Manager, Tenaya Jamieson
Indirect Line Manager and Project technical lead	Repository and Discovery Pillar lead, Professor Janet Davies (QUT)
Direct Reports:	Project technical resources
Indirect Reports:	QUT Data Manager
Home Group:	Population Allergy (National Allergy Centre of Excellence)

Who are we?

The Murdoch Children's Research Institute (MCRI) wants all children to have the opportunity to live a healthy and fulfilled life. Our vision is that the MCRI is the place to be to change the face of child health and where significant scientific discoveries are made to progress towards precision child health. The scientific discoveries that underpin the cures or improved treatments for every childhood condition are driven by our remarkable research data.

The MCRI and its close partners, The Royal Children's Hospital and the University of Melbourne, make up the Melbourne Children's Campus. With the leaders in children's clinical care, health research and education working together, the Campus provides unique opportunities to collaboratively translate research into effective clinical care for children.

The National Allergy Centre of Excellence (NACE)

In March 2022, over $25m investment into allergy prevention and management was announced as part of the Federal Government's 2022 budget

This investment will provide support to:
- Enable the National Allergy Council to develop and implement programs to increase access to care and provide education and support for health professionals, consumers and the community.
- To establish the National Allergy Centre of Excellence (NACE), to facilitate the development of research infrastructure to accelerate research and translation nationally across all allergy domains (drug, food, insect and respiratory) and to train the next generation of allergy researchers.

The NACE Management Office will provide direct support to the NACE Director (Professor Kirsten Perrett) and the various NACE governance bodies including its International Scientific Advisory Board, Executive Committee and Leadership Groups, Consumer Advisory Group and Stream Advisory Groups. The purpose of the NACE is to operate in partnership enabled by four pillars and discipline experts associated with insect, drug, food and respiratory allergy streams who are clinicians and researchers of other academic institutes and health services involved in leading allergy research across Australia.

What is it like to work for us?

MCRI is the largest child health research institute in Australia and one of the top three worldwide for research quality and impact. Our team of more than 1,200 researchers is dedicated to making discoveries to prevent and treat childhood conditions. MCRI research improves the lives of millions of kids each year. To work for us is to be part of a team that is making a real difference to child and adolescent health world-wide.

Position Overview

The NACE is seeking an experienced Product Delivery Manager with a proven track record delivering technical solutions, within the research and/or health sector. The role is responsible for overseeing the end-to-end delivery of the NACE Allergy BioRepository (ALBI). ALBI will house data from allergy studies across Australia, including bio-specimen data, to promote the discoverability, interoperability and reuse of allergy data. The outcome of Repository and Discovery Pillar of NACE (Pillar 2) will be to transform the ability to study & undertake rapid analysis of aspects of allergic disease using linked data & bio-specimens.

The role requires experience delivering large scale digital health projects working with a broad range of stakeholders and subject matter experts. The role will plan and coordinate product development workstreams or sprints, closely collaborating with cross-function teams within and outside of MCRI including solutions architects, IT specialists, ethics and governance specialists, researchers, data engineers and external vendors.

The position will work closely with MCRI's Chief Technology Officer, Data Office (DO), Information Technology (IT), Cyber Security and Privacy teams, the NACE project team and the Centre of Health Analytics (CHA). The position will be line managed by the NACE Program Manager with indirect line management and technical leadership from the Repository and Discovery Pillar lead, Professor Janet Davies at the Queensland Institute of Technology.

Key Accountabilities

Project leadership

- Develop and maintain comprehensive project plans, including defining scope, objectives, workstreams, and sprints
- Oversee the end-to-end delivery of the ALBI project, ensuring all milestones, deliverables, and timelines are met, with an agile approach
- Lead cross-functional teams to deliver ALBI solutions, including solutions architects, business analyst, IT specialists, researchers, external vendors, and data engineers

Stakeholder and team collaboration

- Engage with a broad range of stakeholders, including internal teams and external partners across Australia, to gather requirements and ensure alignment of product delivery with project goals
- Act as the primary point of contact between the NACE team and technical experts, ensuring clear communication and coordination

Technical oversight and solution delivery

- Provide technical leadership in designing and implementing digital health solutions, with a focus on data interoperability and security
- Oversee the integration of allergy-related datasets including bio-specimen data into ALBI, ensuring data quality and compliance with relevant standards
- Work closely with IT and Data Office teams, to oversee the development and deployment of IT infrastructure, including software and hardware components

Scoping and documentation of requirements

- Lead the scoping, gathering, documentation and finalisation of both functional and non-functional requirements for the ALBI solution
- Ensure requirements are clearly defined, detailed, and agreed upon by all stakeholders, and are feasible within project constraints
- Maintain and update requirements documentation throughout the project lifecycle, ensuring all changes are tracked and communicated effectively

Quality assurance and compliance

- Ensure that all project activities adhere to best practices in line with MCRI and industry standards in data governance, privacy, and security, including compliance with relevant policy, legislation and regulations
- Oversee the implementation of robust testing and validation processes to ensure the reliability and accuracy of the delivered solutions

Resource and vendor management

- Coordinate the procurement of necessary resources, including required technical personnel, software licenses, hardware, and third-party services
- If required, manage relationships with external vendors and service providers, including contract negotiation, performance monitoring, and issue resolution

Reporting and documentation

- Provide regular updates to the NACE Program Manager, Repository and Discovery Pillar lead, and other key stakeholders on project status, risks, and progress
- Maintain comprehensive project documentation, including technical specifications, user guides, and project reports
- Coordinate Repository and Discovery Pillar meetings as required and facilitate regular communication with stakeholders, project teams and Pillar 2 Advisory Council and NACE Executive members

Risk Management

- Identify, assess, and mitigate risks associated with the ALBI project, including technical, operational, and compliance risks
- Develop contingency plans and respond proactively to potential issues to minimize impact on project delivery

Selection Criteria

- Proven experience in delivering large-scale digital health projects, particularly within the health research and/or healthcare sectors
- Demonstrated experience as Product Delivery manager for similar digital health or research projects
- Demonstrated understanding of IT infrastructure, software development, data management, and interoperability standards
- Experience in scoping, gathering, and documenting functional and non-functional requirements
- Strong project management skills, including the ability to develop detailed project plans, manage resources, and oversee project execution from inception to delivery
- Experience managing cross-functional teams and coordinating workstreams, including familiarity with Agile methodologies
- Outstanding skills in managing communication, people and stakeholders, and ability to liaise between researchers, solution architects and data engineers in developing a cloud solution and secure data access
- Familiarity with acquisition, manipulation, storage and use of the range of diverse data encountered in modern health research (e.g. survey, biospecimens, technology-enabled assessment, images/functional, linked data, geospatial)
- Up-to-date knowledge of conceptual models for database systems and related software tools and environments, including common data models, health data standards, and multi-scale data integration
- Knowledge of principles and processes of data governance in the context of human health research participants
- Awareness of the Australian Code for Responsible Conduct of Research, the NHMRC National Statement, research governance processes and relevant privacy laws
- Relevant tertiary qualifications

Conditions of Employment

- Working with Children & National Police Clearance (if appointed) in compliance with the Victorian Governments Child Safety Standards
- The right to reside and work in Australia and you meeting any applicable visa conditions

Health, Safety & Wellbeing

- We are committed to providing and maintaining a working environment which protects the health, safety and wellbeing of our people, partners and the community
- Employees conducting duties on behalf of MCRI are expected to meet the environment, health and wellbeing requirements and responsibilities specifically required for the role
- We are committed to supporting children in their right to be safe and adhere to the responsibilities we have to ensure their protection and safety as per the Child Safety Standards Policy
- Specified positions may be subject to medical review to ensure that the inherent requirements of the role can be undertaken safely

As MCRI evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its employees. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. This position description is intended to provide an overall view of the incumbent's role as at the date of this statement.