MTP Connect
MedTech and Pharma Growth Centre

Project Manager Diagnostics Industry Engagement

Reports to:	Director Diagnostics Industry Engagement
Direct reports:	None
Type:	Full-time, one-year fixed
Location:	Flexible

Australian Government
Department of Industry, Science, Energy and Resources

Industry Growth Centres

ABOUT MTPCONNECT

MTPConnect was formed as a not-for-profit organisation in November 2015 as part of the Australian Government's Industry Growth Centres Initiative to accelerate the growth of the medical technology, biotechnology and pharmaceutical (MTP) sector.

MTPConnect is working to forge stronger connections between research and industry, maximising opportunities for Australians to not only make scientific and technological breakthroughs to improve the health of Australians, but to see them developed through the proof-of-concept stage and successfully translated and commercialised.

MTPConnect achieves these outcomes by improving collaboration, providing and facilitating funding, developing skills, informing policy and promoting regulatory reform.

The MTPConnect Head Office is in Melbourne, with hubs in Brisbane, Sydney, Adelaide and Perth.

ABOUT THE DIAGNOSTIC TESTING CAPABILITY REVIEW

MTPConnect has secured funding from the Australian Government to develop a national Action Plan for building end-to-end sovereign manufacturing capability for diagnostic tests.

The Action Plan is being developed in close partnership with Pathology Technology Australia (PTA) - the peak body representing manufacturers and suppliers of tests and technology used in pathology laboratories, hospitals, general practice and for self-testing.

The Plan will examine supply chain and other barriers to positioning Australia to reliably and sustainably produce in vitro diagnostic devices (IVDs).

MTPConnect and PTA will develop the Action Plan over 12-months through extensive consultation and a rigorous examination of the diagnostic testing landscape to identify gaps and opportunities.

The Action Plan initiative is supported by the Australian Government as part of its commitment to develop supply chain resilience and sovereign manufacturing capability on critical medical supplies.

ROLE OVERVIEW

The Project Manager Diagnostics Industry Engagement will report to the Director Diagnostics Industry Engagement. Working in partnership with Pathology Technology Australia, the role will support the management, delivery and reporting of the Diagnostic Testing Review.

In addition, as a member of the MTPConnect team, the Project Manager Diagnostics Industry Engagement will support MTPConnect's general stakeholder engagement activities across the MTP sector.

KEY DUTIES AND RESPONSIBILITIES

In addition to the above, the Project Manager Diagnostics Industry Engagement will:

- Support the execution of the project plan alongside the Director Diagnostics Industry Engagement
- Support (where required) the MTPConnect Diagnostics Team in the consultation of the diagnostics sector including project management, development of project plans and tasks, desktop research and organisation of documentation relating to the project

- Assist with organising and scheduling the external advisory panel and ensure appropriate communication channels are implemented
- Work with Pathology Testing Australia to assist with steering the project plan to achieve project goals in a timely manner
- Work closely with the Director Diagnostics Industry Engagement and other business units to meet all reporting and financial obligations
- Support the consultation of the diagnostic stakeholder sector, organising in-person meetings for key stakeholders where possible
- Support the Director Diagnostics Industry Engagement in the development of the interim and final report and action plan recommendations to the Department of Industry, Science, Energy and Resources
- Other duties as required from time to time

KEY RELATIONSHIPS

Internal contacts:	Director Diagnostics Industry Engagement Project Officer Diagnostics Industry Engagement Director Media and Communications, MTPConnect MTPConnect wider team
External contacts:	Pathology Testing Australia Diagnostic Sector Stakeholders Consultants

PERSONAL ATTRIBUTES

The Project Manager Diagnostics Industry Engagement will contribute to achieving MTPConnect's vision by:

- Acting with integrity and professional discretion
- Communicating effectively
- Maintaining strong focus on delivering business results
- Working well with others to deliver team outcomes
- Setting high standards

REQUIRED SKILLS AND KNOWLEDGE

- Previous experience in delivering high quality projects to scope, time and budget, whilst managing multiple stakeholders
- Demonstrated ability to develop project plans and track against tasks and expected outcomes
- Excellent interpersonal and stakeholder (internal and external) management skills including demonstrated ability to
    - coordinate and communicate with project stakeholders,
    - management of project and timelines,
    - develop required content, documentation and communications,
    - prepare status reports by gathering, analysing, and summarizing relevant information,
    - track project performance for successful completion
- Ability to take initiative, be creative and develop processes to maximise efficiency of the project execution
- Manage changes to project scope, schedule and costs
- Take detailed ordering briefs and clarify requirements specific to project tasks

- Manage data collection and analysis
- Ability to support and participate in a small team environment
- Excellent written and verbal communication, particularly analytical report writing
- Solid organisation skills including attention to detail and multitasking skills
- Understanding and experience, and connections, within Australia's medical technology, biotechnology, pharmaceutical and digital health sector or scientific expertise in a related field
- Knowledge of key tools and technology eg. Excel, agile project management tools, survey tools (Qualtrics), presentation proficiency (PowerPoint, Canva), CRM tools.

QUALIFICATIONS

- Undergraduate qualifications in STEM desirable
- Project Management training or relevant experience

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CONTACT US FOR FURTHER

INFORMATION

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Further information about the Industry Growth Centres Initiative is available at www.business.gov.au/industrygrowthcentres