



IT Development Manager

Putting health in mind



POSITION DESCRIPTION

<i>IT Development Manager</i>	
DEPARTMENT	IT
PORTFOLIO	Corporate Services
REPORTS TO	Head of IT
DIRECT REPORTS	4
LOCATION	Randwick
AWARD	Health Professionals & Support Services Award 2010
AWARD CLASSIFICATION	Award Free
INSTITUTE JOB BAND	D
POSITION STATUS/TENURE	Full-time Contract (6 months)
DATE PD APPROVED	March 2020

1. ABOUT THE BLACK DOG INSTITUTE

Founded in 2002, The Black Dog Institute is a not-for-profit Medical Research Institute and a global leader in translational mental health research. We harness the latest technology and other tools to quickly turn our world-class research findings into clinical services education and e-health products that improve the lives of people with mental illness and the wider community. Our areas of strength include suicide prevention, e-mental health, workplace mental health, novel treatments and prevention in young people.

Our mission is to enable mentally healthier lives through innovations in science, medicine, education, public policy and knowledge translation.

Our values are a key part of our integrated approach and are a critical component of our organisational culture as they guide our decisions and behaviours. Institute staff and management have created and adopted the values of:

Respect – Compassion – Excellence – Collaboration – Innovation

The Black Dog Institute is proud to offer a dynamic working environment for our staff. We are invested in maintaining a positive workplace culture which values people and their wellbeing. We offer a varied wellbeing program tailored to staff needs and provide opportunities to attend learning and development seminars, engage in health and fitness activities as well as social events. We also offer flexibility in working hours and promote a healthy work life balance.

2. JOB PURPOSE

The IT Development Manager plays an integral role in managing, coordinating and rolling-out the development enterprise-wide platforms for eHealth initiatives and coordinate technology advances to assist drive greater impact.

Core capabilities are project management, strategic view for technology, communications skills (written and oral) and people management experience.

3. DUTIES

3.1 Technical Skills

- Ensure that the architecture is successfully implemented and transitioned to technical design, build, test and production.
- Drive the end-to-end project execution for technology activities across the BDI eHealth space, including scoping, design, development, testing, evaluation and rollout deliverables for technical, research, clinical and operational activities.
- Provide advice and feasibility assessment for new eHealth project ideas and opportunities.
- Assess and evaluate appropriate technology suites for use in eHealth projects.
- Provide recommendations on improving system performance and operational processes.
- Develop and implement standardised project methods, documentation and tools that are suitable for the BDI technology team, whilst maximising process efficiency.

3.2 IT Development Management

- Provide guidance to the IT team across all research IT development projects.
- Create relevant technical documents for IT development projects.
- Manage external contractors and service providers.
- Ensure the technology team adheres to BDI policies, standards and processes and works to continuously improve processes, knowledge and toolsets.
- Provide project management of eHealth development projects including cost estimates, budgeting, invoicing, identification and assessment of technology-related risks, all technical aspects of project delivery for both web and mobile app projects.
- Effective partnering with all project owners by overseeing system and technology changes to all BDI eHealth applications to assist BDI in achieving its ehealth goals.

3.3 Stakeholder Engagement & Communication

- Development and communication of project methodologies and tools.
- Work within established governance structures to deliver the appropriate monitoring, risk management, decision-making, and assurance that all relevant internal and external stakeholders are involved and appropriate signoffs are achieved.
- Liaise with collaborating researchers, clinicians and other stakeholders to keep them informed of progress and facilitate their ongoing and effective engagement.
- Prepare regular project status updates.

3.4 Staff Management

- Co-ordinate the team's human resource administration.
- Provision, education and career management of technical resources.

- Provide new staff with an appropriate orientation/induction and training as required and ensure that the work for which they are responsible is carried out in ways which conform to OHS principles.
- Ensure the delivery of required capabilities to BDI staff (via training etc), ensuring integrity and sustainability of the delivered service.

3.5 Work, Health and Safety

- Ensure self and all staff comply with all WHS legislation WHS Policy and Procedures
- Report any WHS hazards and significant issues to Head of Operations, People & Culture or delegate
- Work in a safe manner, applying a duty of care
- Train new staff and coach existing staff in WHS practices

Note: the list of responsibilities is not exhaustive, and the Institute may change or request additional activities to meet the operational needs of the business

4. SELECTION CRITERIA

Essential Criteria

1. Tertiary qualification in Information Technology (or equivalent)
2. Minimum five years' project management experience
3. Minimum three years' experience as a technical lead in MS technologies
4. Demonstrated experience in coordinating new online service and mobile app rollouts
5. High level specialized knowledge and experience across all technology disciplines particularly the MS full stack including ASP.NET Web Forms and MVC.NET
6. Excellent organisation skills, including the ability to plan and prioritise project workload
7. Ability to build and maintain effective working relationships with multiple stakeholders
8. Proven analytical and problem-solving skills with the ability to deliver and meet deadlines
9. Commitment to high standards, particularly regarding patient privacy and information security
10. A knowledge of EEO principles and OH&S responsibilities and commitment to attending relevant OH&S training.

Desirable

1. Previous experience of working within the health sector
2. Understanding of clinical research processes
3. Experience in a Research Institute

5. Acceptance

I acknowledge as the holder of this position, that I agree to display the organisational values and behaviours and work in accordance with the key responsibilities of the role detailed in this position description.

Name:

Signature:

Date:

Note: A copy of this signed acceptance is to be placed on employee's personnel record and a copy provided to employee