CENTRE MANAGER (INDUSTRY TRANSFORMATION TRAINING CENTRE)

DEPARTMENT/UNIT               Medicinal Chemistry
FACULTY/DIVISION               Faculty of Pharmacy and Pharmaceutical Sciences
CLASSIFICATION                HEW Level 8
DESIGNATED CAMPUS OR LOCATION Parkville campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Faculty of Pharmacy and Pharmaceutical Sciences is dynamic, innovative and ambitious, engaging in world-class research and being a leading education provider for over 130 years. Our key research initiative is the Monash Institute of Pharmaceutical Sciences, in which we engage some of the best equipped and most experienced pharmaceutical scientists and medicine experts in Australia. Notably for the past 3 years Monash has been ranked in the top 3 institutions in the world for Pharmacy and Pharmacology. From a teaching perspective, our education curriculum - comprised of undergraduate, postgraduate and higher degrees by research programs - is purpose designed for the study of pharmacy and pharmaceutical sciences and taught by discipline experts. Our premises are located in 'the Parkville Strip', Australia's premiere health and biomedical precinct, and offer world-class teaching facilities and research laboratories to our students and staff. To learn more about the Faculty, please visit our website: www.monash.edu/pharm/.

The Monash Institute of Pharmaceutical Sciences (MIPS) integrates research from five fundamental research themes to identify, develop, optimise and deliver new drug treatments – ultimately translating basic research into clinical trials. These are the Centre for Drug Candidate Optimisation, Drug delivery, disposition and dynamics, Drug discovery biology, Medicinal chemistry and the Centre for Medicine Use and Safety.

MIPS is Australia's largest, most experienced and successful group of pharmaceutical scientists. Over 250 staff and 250 PhD students undertake and support basic and translational drug discovery, drug delivery and drug development research in new, state-of-the-art laboratories on Monash's Parkville campus. MIPS was established in 2008 and builds upon the ground-breaking research activities of the Victorian College of Pharmacy, Monash University, developers of the Relenza flu treatment. Our internationally recognised institute strives to conduct the most insightful science in our field by the best researchers and research students in world-class facilities. Our contemporary and collaborative organisational structure enables our research to occur where
our core scientific disciplines meet. Collaboration at these disciplinary interfaces is expected to transform medicine design and development outcomes.

MIPS key therapeutic programs span across neuroscience, metabolic and cardiovascular diseases, global health issues, cancer, immunity, pain and inflammation. Our researchers are leaders in their fields. Their brilliance and dedication ensure that better medicines of world significance are discovered, researched and designed right here in Australia. Our talented staff include international leaders in G protein-coupled receptor biology, translational medicinal chemistry, structural biology, lead candidate optimisation, drug delivery, pharmacoepidemiology, pharmaceutics and medication safety.

MIPS has strong partnerships with industry leaders, including the global drug companies Servier, Takeda and Lonza, Biotech companies including Starpharma and PureTech Health and our own start-up companies such as Cincera. In total, we have long-term collaborative research programs with more than 20 biotechnology and pharmaceutical companies. We also collaborate with leading national and international research institutes and universities and attract substantial support from industry, government and funding agencies. Our supporters include the ARC, NHMRC, Victorian State Government, the National Institutes of Health in the US, the World Health Organization (WHO), the Bill and Melinda Gates Foundation, the Medicines for Malaria Venture, the Drugs for Neglected Diseases initiative and various commercial and philanthropic organisations.

The ARC Industry Transformation Training Centre for Fragment Based Design (ITTC) was funded in 2018 and is a $15 million, five year, multi-institutional and multi-disciplinary enterprise, which seeks to inspire the next generation of drug discovery research leaders by providing direct experience with industry partners, as well as training and master classes in early stage drug-discovery from industry experts. The projects within the Centre are expected to accelerate research translation and industry engagement by providing a strategy for the screening of a biological target and early medicinal chemistry to elaborate small fragments into more potent hits. The expected outcome of this Centre is to equip the trainees with the skills to make key contributions to the sustainability and growth of the sector and to provide significant capacity to address global challenges for 21st century pharmaceutical innovation.

POSITION PURPOSE

The Centre Manager is based at the Monash Institute of Pharmaceutical Sciences (MIPS) on the Parkville campus and is responsible for managing the operational, logistic and financial activities of the ITTC. The position will be a member of the ITTC Executive, with accountability for the day to day running of the Centre and supporting the Centre’s strategic planning and delivery.

The Centre Manager will maintain established relationships and networks with major national and international centres and research programs, and coordinate interaction between the University and industry collaborators. In addition, the Centre Manager will perform a wide and complex range of research management activities that support research objectives. The position is accountable for effective measurement and reporting mechanisms compliant with the Australian Research Council (ARC) funding rules.

The Centre Manager will oversee the implementation of the postgraduate training program that is to be developed through the ITTC, liaising with industry and university representatives to ensure timely delivery of the appropriate training courses.

Reporting Line: The position reports to the Centre Director under broad direction working with a degree of autonomy

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable
KEY RESPONSIBILITIES

1. Maintain the effective management of operations, infrastructure, budget, resources, regulatory compliance and contractual obligations with participating and partner organisations and funding agencies

2. In consultation with the Director, manage, review, monitor and drive the Centre’s operational, strategic and business plans, including budget and resource allocation, to drive performance and the achievement of key strategic goals and objectives

3. Provide advice to the Centre Executive and senior management group on all operational and strategic initiatives, ensuring a consistent flow of information and proactively highlighting and resolving potential issues and risks

4. Build effective relationships with Centre partners, industry collaborators and other internal and external stakeholders, including identifying and developing relevant research and training initiatives and negotiating agreements for major research collaborations and joint ventures with external bodies

5. Foster collaborative approaches to achieve key Centre goals by coordinating and representing the Centre on committees and meetings, including Governance and Advisory Boards and internal management committees

6. Develop, collate and consolidate data for ongoing review of key metrics and prepare reports, submissions or briefing notes for internal and external bodies including the funding agency, Governance and Advisory Boards and internal management committees, and ensure that research, training and reporting requirements are met

7. Manage the student and postdoctoral placements (including monitoring of their progress), internships and professional experiences and communicate to University nodes, partner organisation and stakeholders about student and postdoctoral progress

8. In collaboration with the central Strategic Marketing and Communications team, implement a coherent communications strategy across the Centre, and coordinate annual symposia, training workshops, meetings and conferences, enhancing promotional strategies and developing and maintaining a visual identity for the Centre’s activities, its annual report and communications

9. Drive compliance with regulatory requirements, the ARC requirements and University policy, procedure and protocols relevant to the research and training being conducted, including reviewing and developing processes to best facilitate quality research outcomes

10. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - Postgraduate qualifications or progress towards postgraduate qualifications and extensive, relevant experience; or
   - extensive experience and management expertise; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Extensive experience in the management of multidisciplinary research programs within an academic research environment

3. Strong planning and organisational skills, with the proven ability to prioritise multiple tasks and set and meet deadlines by using initiative and resolving issues that are often complex or require innovative solutions
4. Highly developed interpersonal and communication skills with the ability to negotiate, influence and build consensus at senior levels and provide authoritative technical and policy advice

5. Proven high-level conceptual, analytical and problem-solving skills and experience in managing research programs in collaboration with teams of academics to produce significant research outcomes

6. Experience in the implementation of postgraduate training courses within the University sector

7. Demonstrated high level written and oral communication skills in dealing with a broad range of individuals, groups and organisations, including capacity to communicate ideas or concepts that are often complex and/or controversial with individuals at all levels in the organisation and an ability to effectively analyse information and produce clear, succinct reports and documents

8. Significant budget management skills and experience, with the ability to develop operational and strategic financial reporting processes utilising financial management systems

**OTHER JOB RELATED INFORMATION**

- Travel to other campuses of the University may be required
- Interstate travel to other Centre nodes may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

**GOVERNANCE**

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.