RESEARCH PROGRAM MANAGER

DEPARTMENT/UNIT
Institute for Safety, Compensation and Recovery Research / Office of the Vice-Provost (Research)

FACULTY/DIVISION
Portfolio of the Provost and Senior Vice-President

CLASSIFICATION
HEW Level 8

WORK LOCATION
553 St Kilda Rd Melbourne, with regular travel to ISCRR’s Geelong Office (1 Malop St, Geelong)

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 **Provost and Senior Vice-President** is the Chief Academic Officer of the University and is responsible for: setting the University's academic strategy and priorities with a view to improving the education and research performance of the University; oversight of faculties, academic related portfolios and university-wide centres and institutes; oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures; strategic leadership for the delivery of academic programs; identifying and cultivating interdisciplinary areas of excellence and collaboration.

The **Vice-Provost (Research)** makes a significant contribution to the University's commitment to excellence and diversity and provides strategic leadership in the advancement and success of the University's research endeavours. Responsibilities include enhancement of the University's research performance; ensuring responsible research practice, integrity and compliance with the Australian Code for the Responsible Conduct of Research; delivering on the relevant components of the research strategy; and proactively responding to changes in government policy relating to research activities.

The **Institute for Safety Compensation and Recovery Research** (ISCRR) was established in 2009 and is a collaboration between Monash University and WorkSafe Victoria (WorkSafe). WorkSafe is the state’s regulator of workplace health and safety and workers’ compensation system. ISCRR is a multi-disciplinary research and knowledge translation institute that has developed an innovative collaborative research model. ISCRR conducts and facilitates research that supports WorkSafe to drive improvements in health and social outcomes in occupational health and safety, rehabilitation and compensation practice.
POSITION PURPOSE
The Research Program Manager is responsible for managing all aspects of ISCRR’s Research Program Management function, leading the engagement with relevant internal and external staff in relation to research development and management, and enhancing the Institute’s operations.

As a senior position within the Institute, this role manages the budget and reporting function to support the management team to deliver a high-quality research program that has positive impacts on WorkSafe and their clients. In addition, the role manages a small team, enhances, builds and maintains strong current and potential internal and external partnerships, and drives the achievement of operational excellence and continual improvement.

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

Supervisory Responsibilities: This position provides direct supervision to one staff member

Financial Delegation: Yes, in accordance with the University delegations schedule

Budgetary Responsibilities: Yes, in line with Key Responsibilities

KEY RESPONSIBILITIES
1. Work closely with the Director, manage all aspects of the Research Program Management function at ISCRR, including operational planning and strategy, management of operational resources and infrastructure, document management, budget management and reporting, as well as driving and championing projects, process and policy change

2. Maintain a focus on continuous improvement by developing, implementing and reviewing improvements to the research project management framework, systems and processes to enable efficient and effective research development, management and reporting

3. In collaboration with our funding partners and ISCRR personnel, develop and manage the delivery of research projects and contracts, ensuring the effective flow of information and strengthening engagement with key internal and external stakeholders

4. Exercise strong budget and financial management across the research program and ISCRR more broadly

5. Manage the new Research Register to facilitate the identification of expert researchers which may be engaged to conduct or collaborate on Projects, and work with academics to develop new research projects

6. Work closely with our funding partners and internal ISCRR resources to ensure accurate status monitoring and reporting as per ISCRR’s governance requirements, and proactively identifying, addressing and mitigating risks and issues

7. Prepare briefings, reports, funding proposals and presentations for a range of audiences, including senior management, operational staff and WorkSafe key stakeholders

8. Support the Director and actively contribute to the strategic and operational direction of the Institute, providing specialist advice and significant input into ISCRR’s annual planning and budgeting processes

9. Develop and maintain strong partnerships with key project stakeholders and undertake networking to support project objectives by networking, liaising, presenting information and coordinating or attending stakeholder meetings

10. Provide operational management across ISCRR to ensure effective and efficient operations

11. Exercise strong budget management for the project(s) managed to a value of $2.5 Million
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. Excellent project management skills with a proven record of successfully managing all aspects of medium to large scale projects through to completion, in accordance with project management methodologies, standards, timeframes and budgets

3. Excellent project management experience and proven capabilities in research development and reporting, process and systems improvement and contract management within a complex environment

4. Demonstrated abilities in reporting and analysis, including budget monitoring and reporting, project costing and financial analysis

5. Highly developed analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions

6. A clear understanding of a range of research methodologies, including quantitative research and qualitative research, and how research can be used to influence outcomes for individuals, organisations and the community

7. Highly developed relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders internally and externally

8. Excellent interpersonal, written and verbal communication skills with the ability to effectively communicate and present complex information to both academic and non-academic audiences

9. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines

10. Experience in motivating and developing a team of professionals to achieve project objectives

OTHER JOB RELATED INFORMATION

- This position is based in Melbourne but regular (weekly) travel to the Institute’s Geelong office will also be required and can be negotiated
- Travel to other Australian campuses of the University will be required from time to time
- 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

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.