RESEARCH IMPACT & TRANSLATION MANAGER

DEPARTMENT/UNIT
Turning Point & Monash Addiction Research Centre (MARC), Eastern Health Clinical School

FACULTY/DIVISION
Medicine Nursing and Health Sciences

CLASSIFICATION
HEW Level 9

WORK LOCATION
110 Church Street Richmond

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 Medicine, Nursing and Health Sciences, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We’ve made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We’re recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the faculty, please visit monash.edu/medicine.

Eastern Health Clinical School (EHCS) is one of three clinical schools in the Monash University Faculty of Medicine, Nursing and Health Sciences. EHCS represents the University’s presence in the rapidly-growing area of urban and outer eastern Melbourne. Our four Directorates are:
• **Medical Student Programs**: The Office of Medical Student Programs in the EHCS is located at Box Hill Hospital, with activity at all Eastern Health clinical sites. Currently the Office of Medical Student Programs oversees the delivery of medical student teaching at all Eastern Health sites for students from Monash University and Deakin University.

• **Eastern Clinical Research Unit (ECRU)**: ECRU is part of Monash University EHCS and is the mechanism by which Eastern Health undertakes its clinical trials. ECRU conducts clinical trials across a range of disciplines.

• **Research and Higher Education**: This directorate oversees research activity by clinicians and trainees not covered by ECRU, including non-trial clinical research. It brings together the health service and the academic community and ensures that clinicians and trainees are exposed to and are able to participate in research. The directorate also oversees Higher Degree Research Students and the EHCS laboratory-based translational research programs. These programs are focussed on prostate cancer, renal medicine, vascular medicine and gastroenterology, with capacity to expand into other areas.

• **Turning Point**: Turning Point is a national addiction treatment centre, dedicated to providing high quality, evidence-based treatment to people adversely affected by alcohol, drugs and gambling, integrated with world-leading research and education. Turning Point is part of Eastern Health and formally affiliated with Monash University, EHCS.

• **Monash Addiction Research Centre (MARC)**: Based at the Monash Peninsula campus in Frankston, MARC draws on the multidisciplinary strengths and capabilities of researchers across the University to develop and test novel, scalable prevention and treatment approaches. MARC’s mission is to provide national solutions to addiction. MARC’s expertise leverages experts in basic and social science, clinical and epidemiological research, to develop new knowledge to shape government policy and evidence-based approaches.

For more information about us and the work we do, please visit [www.med.monash.edu.au/ehcs/](http://www.med.monash.edu.au/ehcs/).

**POSITION PURPOSE**

The Research Impact and Translation Manager is responsible for delivering research findings to internal and external stakeholders in a way that ensures use and facilitates research impact. The Manager will work with Turning Point and MARC leadership, researchers and clinicians to develop, implement and evaluate a research impact program; collaboratively establishing processes and systems to enable translation of research and achieve research impact.

The incumbent will build strong networks and champion an understanding of research and its application across the community. The position will manage the production and delivery of regular syntheses of research project findings, using innovative and engaging communications methods. The role will also be responsible for capturing and reporting on the use of research and its impact. This is a vital function that supports communication of TP and MARC’s impact publicly and with partner organisations, and will facilitate the collection and analysis of data regarding the use and impact of research within TP and MARC and its stakeholders to enable reporting within TP and MARC and to the public.

This position will require the incumbent to build relationships within Turning Point and MARC and their research networks, as well as key stakeholders and government, to reinforce the quality, translation and communication of research projects.

**Reporting Line**: The position reports to the Director of Turning Point and MARC.

**Supervisory Responsibilities**: Not applicable

**Financial Delegation**: Not Applicable

**Budgetary Responsibilities**: Not Applicable
KEY RESPONSIBILITIES

1. Collaboratively establish a knowledge translation and research impact program at Turning Point and MARC drawing on current program management methodologies, including: scoping client needs and identifying project deliverables, reporting on progress and performance against project schedules and performance indicators, and undertaking post-implementation reviews

2. Manage the development and implementation of the program deliverables including a Stakeholder Engagement and Strategic Communications Plan, and change management strategies with internal stakeholders associated with project outcomes

3. Identify, source and assign project resources, which may include managing a procurement tender process and managing contracts with external providers

4. Provide expert advice to researchers and stakeholders during research project development to ensure research translation strategies are considered and clearly described

5. Devise solutions and provide high level, practical and impartial advice to senior management on complex, multi-faceted project issues by supporting researchers in the effective communication of research findings

6. Identify opportunities for research to achieve policy and practice impact and develop methods to capitalising on those opportunities

7. Oversee and manage the preparation of business cases, position papers, briefings and reports for senior management and project stakeholders, including presentation of information where required

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

9. Identify risks, issues and dependencies relating to large scale, complex projects and ensure that effective controls and risk mitigation strategies are in place and assist in the evaluation of translation activities to engage in ongoing quality improvement

10. Represent and promote TP and MARC to the University, industry, government, professional bodies and the wider community

KEY SELECTION CRITERIA

Education/Qualifications

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

Knowledge and Skills

2. Excellent program management skills with a proven record of successfully managing all aspects of medium to large scale programs through to completion, in accordance with program management methodologies, standards, timeframes and budgets

3. Exceptional planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
4. Outstanding relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders such as academic, operational, government and industry

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

6. Exceptional interpersonal and communication skills, including the ability to liaise with and influence senior management, develop professional and effective communications for a range of audiences and deliver engaging presentations

7. Advanced computer literacy, particularly with Microsoft Office, G-Suite and related application capabilities, as well as effective engagement of social media channels

8. Demonstrated track record in knowledge translation, stakeholder engagement, and/or strategic communications.

9. Knowledge of /experience working in addiction or related health area

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University 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
- This position will require a successful National Police Record check

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.