RESEARCH MANAGER

DEPARTMENT/UNIT  Eastern Health Clinical School

FACULTY/DIVISION  Faculty of Medicine, Nursing and Health Sciences

CLASSIFICATION  HEW Level 8

DESIGNATED CAMPUS OR LOCATION  110 Church Street, Richmond (Turning Point)

ORGANISATIONAL CONTEXT

Everyone needs a platform to launch a satisfying career. At Monash, we give you the space and support to take your career in all kinds of exciting new directions. You’ll have access to quality research, infrastructure and learning facilities, opportunities to collaborate internationally, as well as the grants you’ll need to publish your work. We’re a university full of energetic and enthusiastic minds, driven to challenge what’s expected, expand what we know, and learn from other inspiring, empowering thinkers. Discover more at [www.monash.edu](http://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 [www.monash.edu/medicine](http://www.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 focused 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): This cross-faculty initiative, with a physical presence on the Peninsula Campus, Turning Point and other University sites, brings together addiction research from across the University, and is administered within EHCS

For more information about us and the work we do, please visit www.turningpoint.org.au and www.monash.edu/medicine/ehcs.

POSITION PURPOSE

The Research Manager supports Turning Point’s leadership in the delivery of research operations, research strategy, and management. This includes managing a range of strategic and operational activities including grant development, post award management, research planning, projects, reporting, business improvement, and performance measurement. The position provides leadership in the delivery of high-level and professional services and effective achievement of Turning Point’s priorities and provides expert advice at both strategic and operational levels.

**Reporting Line:** The position reports to the Head of Research and Workforce Development and Deputy Director, Turning Point

**Supervisory Responsibilities:** This position will provide direct supervision to staff as directed

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

KEY RESPONSIBILITIES

1. Contribute to strategic planning and the achievement of goals relevant to the functional area
2. Manage and coordinate the operation of a complex administrative or technical function in accordance with University policies, procedures and strategic priorities
3. Manage and develop a highly-trained, motivated and efficient team with a strong customer focus
4. Manage and coordinate a work environment of continuous review and improvement of business practices, operational processes and service provision
5. Undertake research, data analysis and management in areas of functional specialisation, including regular business reporting
6. Exercise strong grant budget management for the business unit/s or projects managed
7. Manage and coordinate projects, the review and development of policy and procedure, and compliance and quality processes relevant to the functional area

8. Manage and oversee risk, compliance and quality assurance processes for the functions managed, including regular monitoring and reporting in accordance with University and legislative requirements

9. Develop and maintain strong partnerships with other relevant business units, functional areas and key staff, including provision of expert advice

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. Excellent operational management and customer service skills with proven ability to provide authoritative technical and policy advice

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

4. Demonstrated management experience in a matrix, or large and complex management structure

5. Staff management experience with the ability to motivate and develop a high-performance team committed to excellent customer service

6. Highly developed analytical and conceptual skills including demonstrated ability to deliver positive solutions to complex problems

7. Highly developed interpersonal and communication skills with the ability to negotiate, influence and build consensus at senior levels

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

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.