SENIOR RESEARCH MANAGER

DEPARTMENT/UNIT
School of Psychological Sciences (Turner Institute for Brain and Mental Health)

FACULTY/DIVISION
Faculty of Medicine, Nursing and Health Sciences

CLASSIFICATION
HEW Level 9

WORK LOCATION
Clayton 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 Medicine, Nursing and Health Sciences is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The Faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally. From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography and medical imaging, nutrition and dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge and in providing a nurturing and caring environment. To learn more about the Faculty, please visit www.med.monash.edu.au/.

The Monash School of Psychological Sciences is ranked among the best in the world. Our School's mission is to develop students and research outcomes that make significant contributions to improving the lives of others globally. Our overarching vision is to make significant and long-lasting impact that changes the world around us, beginning in infancy and across the lifespan. Drawing on the expertise of our staff and the University's unique research platforms and technology, our mission is to sustain and build on Monash's position with world-class research and teaching in Psychology.

The Turner Institute for Brain and Mental Health (housed within the School of Psychological Sciences) provides an exceptional research environment for discoveries that change our understanding of the brain. Through excellent research and training, a wide network of international partners, and strong industry engagement the Institute lays the foundation for a pipeline of discovery in areas of critical importance of the human brain and see that knowledge translated into the clinic, the workplace and the community.
The Senior Research Manager supports the Institute leadership in the delivery of the Institute’s research operations, research strategy, and management of the Research Office. 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 to the School Manager in the delivery of high-level and professional services and effective achievement of the Institutes priorities and provides expert advice at both strategic and operational levels.

**Reporting Line:** The position reports to the School and Institute Manager under broad direction

**Supervisory Responsibilities:** This position provides direct supervision to two staff

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

### KEY RESPONSIBILITIES

1. Provide strategic advice to the Turner Executive and respective Directors, on developing and operationalising the Turner’s priorities for research

2. Identify potential opportunities for researchers, supporting researchers in developing applications for high quality funding proposals that achieve Turner’s research objectives

3. Interpret changes in University and external grant policies and guidelines to ensure that policies are aligned, relevant and compliant

4. Manage the identification of risks and issues affecting the development of research, ensuring risk mitigation strategies are prepared and implemented where necessary and issues are resolved appropriately

5. Identify and support development of large-scale grant applications eg ARC CoEs, ITTCs

6. Prepare submissions and briefing papers for senior leadership on business opportunities and other matters as requested

7. Lead and promote the development of collaborative, cooperative and productive internal and external working relationships

8. Manage and lead a team of professionals, including planning and allocating staff resources, developing, coaching and mentoring employees and managing performance to deliver service outcomes and continuous improvements

9. Develop a data management capability and provide data analysis, reporting and other related services

10. Manage and co-ordinate a work environment of continuous review and improvement of business practices, operational processes and service provision

### KEY SELECTION CRITERIA

**Education/Qualifications**

- 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. Significant experience in providing strategic and high-level advice and direction on research strategy, tactics and administrative practice in a complex research-intensive environment

3. Extensive experience in creating, editing and reviewing research grants, position papers, reports etc

4. Excellent knowledge of the strategies, business processes and systems relating to the research grant environment, with an ability to contribute to development of the School/Turner’s Research KPI’s and objectives, including improving its performance in ERA, research rankings, and research grant success

5. Highly developed team leadership and people management skills, with proven ability in providing support and direction to a discrete team of highly skilled staff members

6. Demonstrated high level analytic, problem-solving and research skills and the ability to conceptualise, develop, propose, review and report on documents, policies and regulations of a complex nature

7. Demonstrated ability to build and maintain relationships with a wide variety of internal and external clients to leverage meaningful relationships which contribute to the Turner attaining its strategic objectives

8. Highly developed administrative skills, including computer literacy, attention to detail/accuracy, with proven ability in prioritising work commitments to meet required timeframes and deadlines, along with an ability to record and manage confidential data and information in line with regulatory guidelines

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

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.