



MANAGER, MEDICAL AND HEALTH SCIENCES

DEPARTMENT/UNIT	Office of the Vice-Provost (Research)
FACULTY/DIVISION	Monash Research Office
CLASSIFICATION	HEW 10A
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. And that's because you're not just continuing your career or taking on a bigger challenge. You're making a real contribution – surrounded by energetic, inspiring people who are driven to make a difference as well. Monash is a place where you'll be able to develop your career in exciting, sometimes unexpected ways – putting you in the best possible position for a rewarding future. Discover more at www.monash.edu

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 mission of **Monash Research Office (MRO)** is to facilitate the University's research objectives and it does this through an active program of identifying and developing funding opportunities, providing active and timely assistance to researchers in the grant application process, administering awards, ensuring appropriate clearances and providing statistical research data. To learn more about us and the work we do, please visit our [website](#)

POSITION PURPOSE

The Manager, Medical and Health Sciences provides strategic research administration and management advice to the University's senior management on grant funding opportunities and trends. The role ensures the research community is informed, trained and supported to apply for and manage their research grants and fellowships. The Manager, Medical and Health Sciences is responsible for developing effective relationships with external funding bodies and the University personnel in order to promulgate funding opportunities at both a National and International level. The portfolio of the Health and Medical team includes funding schemes from the National Health and Medical Research Council (NHMRC), Medical Research Future Fund (MRFF), all medical national research grant/fellowship/philanthropic schemes, clinical trial contract research and all medical international

research grant schemes, such as the United States of America National Institutes of Health and Department of Defense.

This position is required to work closely with a variety of stakeholders including: Government (state and federal), other external funding agencies, Researchers, the Office of the General Council, Corporate Finance, Faculty staff including Associate Deans (Research) (ADRs) and Faculty Research Officers, as well as with the Faculty Business Development Managers and the Commercialisation Unit.

Key to the success of the position, and ultimately the University, is the ability to lead the provision of quality and timely advice and support including the development and delivery of seminars, workshops and information sessions, web-based material, departmental/Faculty/campus visits and one-on-one consultations.

The Manager, Medical and Health Sciences leads a team of professional staff and is responsible for the management and coordination of pre-award planning; preparation and overseeing the workflow and task completion; the review, submission and acceptance of grants; and post-award compliance oversight in collaboration with faculties, schools and department, central support areas and external funding agencies.

The Manager, Medical and Health Sciences also works closely with the MRO Grants Research Development team to ensure that submission of quality applications is seamless.

In addition, the Manager, Medical and Health Sciences is the Business Process Owner (BPO) for the grants management portion of the University's research management system – Pure. As part of this role, the Manager, Medical and Health Sciences is in charge of ensuring the accuracy, quality and integrity of the data related to external research funding for Monash University.

Reporting Line: The position operates in a high degree of autonomy and reports to the Director, Monash Research Office who will provide broad supervision

Supervisory Responsibilities: This position has responsibility for the 6 staff as well as casual staff during busy periods

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Work closely with the Director, Monash Research Office to advance and implement the University's research strategy
2. Provide vision and leadership for Medical & Health Services Team to deliver first class services that meet the business needs of the University
3. Proactively identify funding opportunities, match researchers to such opportunities in consultation with the Research Development Team, and communicate this to the Faculties and researchers
4. Using identified research-funding trends across the University and within the higher education sector data to develop strategies and processes to exploit emerging opportunities nationally and internationally
5. Identify research strategies and approaches to encourage relevant researchers to submit applications for funding from the NHMRC, MRFF and international organisations and other external funding bodies
6. Develop strategies and establish processes to normalise researcher participation in international research opportunities
7. Enhance the competitive edge of Monash University researchers through leveraging existing institutional links with International Research Offices to source external advice from those with longstanding experience and proven success in assisting researchers to extract funding from international sources
8. Identify and manage critical challenges that researchers face in applying for grants through collaborators and match strategically valuable research opportunities with researchers

9. Provide high-level expert advice and strategic support to senior research management stakeholders on grant and contract administration and related research policies and develop processes that align with the MRO strategic plan
10. Ensure accurate and up-to-date tracking mechanisms are in place for all research grants allowing them to proceed quickly and smoothly from concept to executed agreement and completion
11. Lead the continuing transformation of application and award management capability across the research community through mentoring, coaching and the delivery of seminars, workshops and information sessions as well as participation in Faculty research forums
12. Provide leadership to team members within the Monash Research Office, including planning and allocating staff resources, developing, coaching and mentoring employees and managing performance to deliver grant development outcomes
13. Cultivate strong relationships with the major funding bodies, researchers and senior key stakeholders both internal and external to the University in relation to research funding opportunities and other research related matters
14. Develop systems and support structures that ensure the University meets its obligations to regulatory bodies and implements appropriate risk management and compliance programs
15. Ensure the integrity of externally-funded research management data at Monash University through decision making of business processes, testing of versions of the University research management tools (e.g. Pure award management module), liaising with internal and external stakeholders (e.g. eSolutions, Academic Performance, Business Intelligence, Research & Revenue, etc.), data validation and workflow alterations and assess changes as required

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - postgraduate qualifications, with a research component and extensive relevant experience in a research environment, or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Exceptional written communication skills, as well as demonstrated high level interpersonal communication skills and the ability to articulate complex concepts
3. Demonstrated understanding and sound knowledge of the tertiary education policy framework in Australia
4. High degree of knowledge of funding opportunities from both government and non-government sources as well as interdisciplinary grant development practices and trends in the research sector nationally and internationally
5. High-level conceptual, analytical and evaluation skills with the ability to develop creative solutions to complex problems
6. High level planning and organisational skills with the ability to self-motivate and motivate others
7. Excellent interpersonal skills with proven and demonstrated experience in building rapport, managing and sustaining effective relationships with a broad range of stakeholders, groups and organisations at all levels
8. Strong leadership and people management skills with proven ability to develop, motivate and direct staff in alignment with strategic objectives
9. Demonstrated understanding and knowledge of research management data and integration between data management systems and business processes

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- Out of hours work may be required from time to time

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.