## Position Description

**Title:** Centre Manager  
**HEW Level:** HEW 7

**Faculty/Office:** Faculty of Medicine and Health Sciences  
**Position Number:** NEW

**Department/Team:** Department of Biomedical Sciences  
**Date:** July 2018

**Position Purpose:** To manage the operations and functioning of the Dementia Research Centre and its activities.

### ORGANISATIONAL CONTEXT

Macquarie University is developing the nation’s first fully integrated academic health sciences centre under a university's leadership. With a focus on patients and an ultimate goal of improving lives, the Macquarie University Health Sciences Centre will see true convergence of the learning and research endeavours of Macquarie’s Faculty of Medicine and Health Sciences with the clinical care provided at Macquarie University Hospital and Clinics. It brings together the excellent work of medical and allied health researchers across the University and around the country, with unparalleled access to the world-leading clinical resources and research facilities found only on our campus.

The Faculty of Medicine and Health Sciences has active research programs in biomedical, translational and health services domains, with current areas of strength including neurosciences (especially motor neuron disease, neurological rehabilitation, and the clinical neuroscience of pain), cancer medicine, and vascular science, amongst others. The Faculty hosts the Australian Institute of Health Innovation, an internationally acclaimed powerhouse researching health systems, e-health, and patient safety. In learning and teaching, the Faculty offers a unique suite of capability-based medical education programs including a unique three-year extended masters-level, professional-entry Doctor of Physiotherapy degree, a Graduate Diploma of Anatomy program, a Master of Public Health, an accelerated 2 year Bachelor of Clinical Science program and the Macquarie MD (Doctor of Medicine).

The Dementia Research Centre will provide an environment for innovative, interdisciplinary research for dementia, using and developing state-of-the-art technologies to advance basic discoveries towards translation into clinical treatments. The Dementia Research Centre is committed to providing a unique and supportive mentoring program to allow the growth of future leaders for dementia research. Furthermore, the multidisciplinary approach of the Centre to study Alzheimer's disease will create an excellent opportunity for the training of PhD students.
### KEY ACCOUNTABILITIES
- Plan, manage and oversee the delivery of operational and administrative processes for the DRC and its activities.
- Prepare applications and reports on bio-safety, animal ethics and/or human ethics for relevant committees in the Faculty or University, ensuring that experiments are compliant with relevant legislations.
- Stay abreast of animal ethics legislations and best practice and provide advice to the Director and Group Leaders on changes and requirements specific to the Centre’s research.
- In consultation with the Director, engage with donors and foundations and liaise with Office of Advancement to coordinate the philanthropic activities of the DRC, including representing the DRC at events.
- In consultation with the Director and the Office of Commercialisation and Innovation, contribute to the development of business and commercialisation plans for the Centre, including engagement with investors and industry partners while managing the IP of the portfolio.
- Contribute to drafting applications for competitive grant schemes and oversee the progress of applications across the DRC.
- Oversee the financial and resource management activities of the Centre in alignment with the University’s financial processes and controls.
- In collaboration with Group Marketing, manage the media, outreach and public relations activities of the Centre, including symposiums involving leading national and international stakeholders in Neurodegenerative diseases.
- Provide advice and support to the Director for the optimisation of resources within the Centre.
- Manage, coach and set the direction for the team.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

| Reports to: | Professor, Biomedical Sciences (Director, Dementia Research Centre) |
| Positions Reporting to: | Direct: 3  
Indirect: nil |
| Key Direct Clients: | Director, DRC  
Staff in the Department of Biomedical Sciences, in particular staff of the Dementia Research Centre  
Particular staff members in other offices or departments  
HDR Students  
Potential HDR Students  
MQ staff in general  
Other external contacts |
| Other Key Relationships: | Faculty Laboratory operations team  
Finance  
Human Resources  
Office of Advancement  
Office of Commercialisation and Innovation  
Group Marketing  
University and Faculty Research Offices |
| Budget Accountability: | Nil |
| Role-specific Conditions: | Nil |
| Scope and autonomy | Develops and modifies processes, procedures, systems and/or techniques for the work area and/or contributes to the development of University-wide systems, processes and procedures. |
| Problem solving | Analyses, designs and develops a range of alternatives and then uses expertise to decide on or recommend the best course of action. |
## CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

<table>
<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tbody>
<tr>
<td><strong>Planning and Execution</strong>: Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Communication</strong>: Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<td><strong>Service Focus</strong>: Making students, staff, alumni and other key contacts and their needs a priority.</td>
<td><strong>Interpersonal Impact</strong>: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Relationship Management</strong>: Establishing effective working relationships with others.</td>
<td><strong>Resilience</strong>: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Teamwork</strong>: Working in collaboration with others to achieve shared goals.</td>
<td><strong>Accountability</strong>: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Setting Expectations</strong>: Stating clearly what is expected from others, clearly expressing ideas, and maintaining a precise and constant flow of information.</td>
<td><strong>Integrity</strong>: Maintaining confidentiality, discretion and professionalism.</td>
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<td><strong>Giving Feedback</strong>: Letting others know in a respectful, supportive and straightforward manner what is expected of them, how they have performed and if they have met needs and expectations.</td>
<td><strong>Initiative</strong>: Taking action, on own accord, to address problems and prevent them from reoccurring.</td>
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<td><strong>Developing Capability</strong>: Coaching, mentoring and supporting others to develop their competence and confidence for performance and growth.</td>
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### REQUIRED KNOWLEDGE

Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Relevant qualifications in business management and/or equivalent relevant experience in an experimental laboratory science environment.
- Understanding of financial principles and processes
- Well-developed computer skills in database management, MS Word, Excel, PowerPoint and web based research.
- Knowledge of medical terminology.
- Basic understanding of dementia and/or other neurological diseases.
- Knowledge of Animal Ethics legislation and welfare requirements in accordance with the NHMRC Code of Practice and the NSW Animal Research Act.
- Knowledge of workplace health and safety legislation, principles and practices applicable to laboratories and relevant research areas.

### ACQUIRED KNOWLEDGE

Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of the faculty’s functions and structure.
- Knowledge of the faculty's policies, systems, processes and procedures.
- Knowledge of what other areas of the University do and how they interact with the faculty.
- Knowledge of how to work safely in the Faculty of Medicine and Health Sciences’ Research Laboratories.

### KEY EXPERIENCES

Practical experiences and exposure to specific environments or activities related to successful performance.

- Experience in the coordination and management of support services in an animal research environment.
- Extensive experience with drafting applications for animal ethics approval and reporting to regulatory bodies.
- Experience with drafting grant applications for external funding bodies.
- Building and managing key stakeholder relationships, particularly with corporate or external partners.
- Ability to manage and facilitate commercial engagements with partners.
- Supervising and coaching a team.