POSITION DESCRIPTION

Institute Manager

Position Level 9
Faculty/Division Science
Position Number 00095075
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Position Summary

The Institute Manager will be responsible for strategic delivery and operational support for a major research institute within UNSW Science and an associated inter-institutional research network. The Institute will be established in late 2021, for a five-year period, to:

- bring together UNSW’s scientific expertise and research and development (R&D) activities in specific areas of chemistry, biology and medicine, and
- work collaboratively with other research groups across NSW, Australia and potentially internationally.

The Institute Manager will be responsible for hands-on strategic and operational support for UNSW’s numerous stakeholders associated with the Institute. The Institute Manager will be responsible for overseeing Institute staffing, budgeting, and reporting against KPIs, as well as some high level oversight of operational and administrative matters related to laboratory management, human resources, IT, Project financials, procurement, compliance, risk, governance, internal communication and engagement.

The position will report to the Institute Director. The Institute Manager will work closely with the Institute Director, Chief Investigators and their teams, with colleagues in UNSW Science, Engineering, Medicine & Health and in the Divisions of Operations, and Research & Enterprise.

The Institute Manager will have several direct reports and will be involved in establishing and staffing the newly established team.
Accountabilities

Specific accountabilities for this role include:

- Oversee and deliver the efficient management of laboratory and other space, equipment, technology and systems for the Institute.
- Establish and lead the operational activity of the Institute to ensure financial and operational objectives and goals are reached.
- Implement and oversee structures and processes that will contribute to the efficient operation and success of the Institute.
- Provide strategic advice, management and operational support for the external research network.
- Work with the Institute Director and Science Business Development Manager to identify and engage with research partners and other external stakeholders.
- Manage the operationalisation of agreements and arrangements entered into by the Institute, including without limitation Research Agreements, Materials Transfer Agreements, Grant Contracts and Industry Partnership Agreements.
- Drive and co-ordinate the Institute’s interactions with the UNSW Faculties of Science, Engineering and Medicine & Health and UNSW Divisions.
- Communicate the Institute’s goals and operational requirements to service providers across UNSW and external partners. Manage internal resources, processes, systems, and capabilities.
- Lead and implement special projects and initiatives on the request of the Institute Director.
- Conduct financial and operational planning for the Institute ensuring it has sufficient funds to meet its operational needs.
- Organise procurement support for the Institute through establishing and managing the procurement workflow between the research teams and relevant UNSW Central Divisions.
- Facilitate recruitment and HR support for the Institute, including role creation and approval processes, managing employment agreements, onboarding and offboarding, and line-managing professional and technical staff as required.
- Ensure that the work of the Institute is carried out in ways that safeguard the work health and safety requirements of staff, students and visitors, including contractors. Monitor, manage and communicate risk and compliance requirements for the Institute, and offer risk mitigation strategies. Put in place necessary procedures to ensure compliance with legal obligations, UNSW policies and contractual obligations to third parties.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.
Skills and Experience

- Doctoral and ideally post-doctoral qualifications in a relevant science discipline with extensive relevant experience in laboratory management, or equivalent competency gained through any other combination of education, training or experience in a complex organisation.
- Demonstrated experience in financial management, reporting, budgeting and the provision of strategic financial advice.
- Well-developed leadership and resource management skills with the ability to influence and negotiate support for specific outcomes.
- Demonstrated experience in the management, coordination and delivery of strategic activities in a complex environment associated with innovation, research and development and commercialisation in industry and/or higher education.
- Highly developed project management skills with demonstrated experience coordinating the design and delivery of project engagement and implementation requirements. Experience in independent management of laboratories and/or research centres is essential.
- Outstanding report writing, excellent communication skills and interpersonal skills with proven ability to interact effectively with a diverse range of people.
- Demonstrated skills in strategic thinking and resource planning, goal setting and project execution.
- Sound financial management skills.
- Ability and capacity to direct and monitor the implementation and effectiveness of the safety management system.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.