



# Position Description

## Imaging Facility Director

Position Number: XXXXXX  
 Position Title: Imaging Facility Director  
 Date Written: May 2018

Faculty / Division: Division of Research  
 School / Unit: Office of the Pro-Vice-Chancellor  
 (Research Infrastructure) / Human Research  
 Imaging Facility  
 Position Level: Senior Appointment

### ORGANISATIONAL ENVIRONMENT

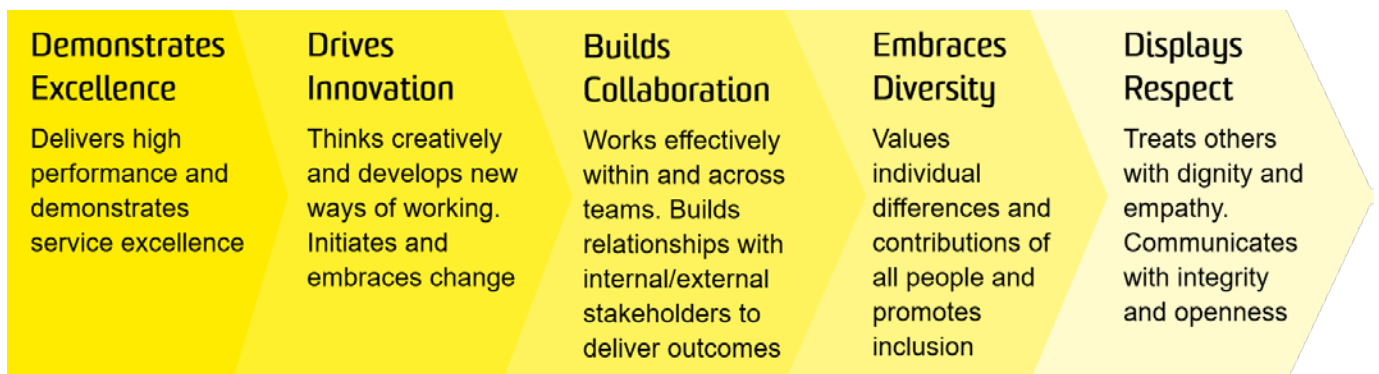
UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia’s global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as ‘research intensive’ or ‘teaching intensive’. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition, we are attracting the very best academic and professional staff to play leadership roles in our organisation.

### UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.



## OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

The Human Imaging Research Facility is a new strategic initiative being developed by UNSW in collaboration with South East Sydney Local Health District / Prince of Wales Hospital (POWH) and Neuroscience Research Australia (NeuRA). The Facility will initially comprise two 3T MRI systems, a Magnetom Vida at POWH and a Magnetom Prisma at NeuRA, in purpose-designed, newly refurbished space. The opening date of the POWH site is expected in Q4 2018 followed by opening of the NeuRA site in 2019. The Facility will be set up as a new core facility within the Division of Research at UNSW, in the portfolio of the Pro-Vice-Chancellor (Research Infrastructure) to support both current research and future research directions under the UNSW 2025 Strategy.

The synergy between leading academic, research and health care institutions, including the Sydney Children's Hospital and the Royal Hospital for Women, will enable the Facility to provide researchers with state-of-the-art imaging capabilities for world-class basic, translational and clinical research in an integrated clinical setting. The research focus will be on brain sciences and cancer. It is envisioned that the Facility will grow to accommodate the future research needs of the three partners and their strategic alliances, for example Mindgardens, as well as the Randwick Campus Redevelopment.

The Imaging Facility Director will play a key role in developing and implementing the operational plan for the new facility, in conjunction with key personnel from the partner institutions, and will subsequently direct and manage the day-to-day research activities of the Facility. The Director will be an employee of UNSW but will be expected to spend much of their time at the Facility sites in the adjacent Randwick Hospitals precinct and work closely with both partners.

The Director will report to the Pro-Vice-Chancellor (Research Infrastructure) and will work closely with the Senior Radiographer MRI, the Medical Director and future academic Research Directors as appointed. The Director will manage a team of scientific and administrative staff and is expected to develop strong working relationships with senior staff of the UNSW Division of Research, Prince of Wales Medical Imaging and NeuRA as well as with other imaging facilities locally, nationally and internationally.

## RESPONSIBILITIES

Specific responsibilities for this role include:

### *Facility Direction and Operation*

- Working with the UNSW project team and the partner institutions, lead, develop and implement the operational plan for the new Facility. This will include recruiting staff, negotiating operational structures at each site and setting up financial and administrative systems in a highly regulated and user-oriented environment.
- Direct and manage the installation and commissioning of the new MRI scanners, and the launch of the new Facility.
- Ensure guidelines and procedures are in place at the Facility, to comply with the regulatory and ethical requirements applicable to human research including clinical trials.
- Ensure guidelines and procedures are in place to enable the Facility to operate at the highest safety standard in full compliance with all external legislation as well as WHS requirements of POWH, NeuRA and UNSW.
- Lead initiatives to strengthen and develop the imaging infrastructure of the Facility, including through grant and other funding applications, engagement with external networks, project management and procurement activities.

- Willingness to serve on inter-institutional committees/boards related to governance and operation of the Facility

#### *Research Strategy and Support*

- Together with the Research Directors and senior stakeholders at the partner institutions, develop and implement a strategic plan for the Facility to meet the evolving research needs of the three partners and their collaborators.
- Develop a collaborative research environment that fosters research excellence and the sharing of expertise and resources.
- Develop a training and education program for researchers aimed at building capacity and engagement with imaging research.
- Engage in collaborative and independent research involving MR imaging and spectroscopy, commensurate with the Facility-based nature of the role, and the academic level of appointment as applicable.
- Develop and administer imaging and spectroscopy standards and protocols for the delivery of research imaging services in keeping with service, value, quality and access goals of the partners.
- Make significant contributions internally and externally to the profession / discipline.

#### *Management and Administration*

- Manage the day-to-day operations of the Human imaging Research Facility, including monitoring of compliance and performance, financial management, system maintenance, staff supervision and co-ordination of the broader administrative activities of the Facility.
- Ensure systems are in place for effective administrative support for Facility users as it relates to their use of the Facility.
- Ensure effective management of allocated resources, budget and assets.
- Develop reporting systems and provide formal reports as required to the DVC Research, the Governing Committee of the Facility and to external funders and granting agencies.
- Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.
- Contribute to the broader activities of the UNSW Division of Research as required.

## **SELECTION CRITERIA**

- A relevant post-graduate qualification with research experience in human MR imaging and spectroscopy.
- High level experience in management of shared infrastructure in a clinical or research setting, including planning, budgeting and financial responsibilities.
- Exceptional leadership skills, with a demonstrated ability to supervise, lead and motivate staff working in a multidisciplinary team environment.
- The ability to work across organization boundaries to create a collaborative environment, bringing together stakeholders from various organisations and disciplines to deliver successful outcomes.

- Demonstrated experience in human research ethics processes, including a thorough understanding of the Australian Commonwealth and NSW State regulations and ethical codes applicable to human research and clinical trials, including the Australian Code for the Responsible Conduct of Research and the National Statement on Ethical Conduct in Human Research; and a commitment to undertaking further training as required.
- Demonstrated experience in the development and implementation of policies and procedures within a health or research related area, including local and external health and safety policies and procedures.
- Demonstrated ability to work with key stakeholders to lead, develop and implement strategic and operational plans for the new Facility
- A strong track record in initiating and driving national and international collaboration and a high performance culture, either in research or a research support role
- Demonstrated ability in the preparation of successful applications to national and international competitive funding schemes.
- *For academic appointment:* a track record of excellence in research and research publication in an MRI-related field at a level commensurate with the appointment.
- Understanding of equity and diversity principles.

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*