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POSITION DESCRIPTION

Research Manager

Position Level	8
Faculty/Division	Medicine & Health
Position Number	00097572
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Position Summary

The Research Manager will manage operations of the Department of Developmental Disability Neuropsychiatry (3DN) School of Psychiatry and actively develop and implement practices and procedures to support the research activities and objectives undertaken by researchers at 3DN. The Research Manager will support the Head of Department to implement research objectives including inclusive research practices, develop strong research governance practice, and facilitate collaborations. The position will provide high level management of the department's research activities and ensure the compliance of 3DN's research practice with the policies and requirements of UNSW, funding bodies, and other key stakeholders.

The Research Manager provides key operational support by overseeing the department's research information systems and infrastructure and by providing high level project management support to its research endeavours. The aim of the role is to provide operational and strategic support to the Department, to enable, facilitate and enhance the research performance of the department.

The role of Research Manager reports to the Head of Department and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Develop research strategy and operational systems in consultation with academic leads at 3DN, including the development of a translational research framework and an inclusive research strategy.
- Provide leadership in the development and implementation of procedures for ethics submissions, research, project management and annual research reporting.
- Provide the administrative coordination for research grant applications.

- Develop processes and systems to ensure data collection, storage and management to the highest regulatory and ethical standards.
- Manage ad-hoc requests for data extracts, summaries, and reports by performing relevant analysis using database and statistical analytic software.
- Develop and manage relationships with research partners and with prospective funders of 3DN research.
- Consult, liaise and develop strong relationships with internal and external stakeholders to achieve research outcomes.
- Represent the department at advisory groups, meetings and other activities, and lead/manage other department wide research activities as required.
- Design, implement and manage 3DN's research policies and procedures, databases, and information systems and pro-actively analyse and report on the research performance and other relevant metrics and recommend initiatives to improve research performance.
- Develop systems and manage procedures to ensure 3DN's projects and activities comply with all relevant ethical, legal, data security and other obligations regarding research integrity.
- Provide advice and support to 3DN's research governance committees and act as a secretariat to these committees as required.
- Provide advice and support on the alignment of research resources with the goals of research projects and activities and ensure the compliance requirements of research collaborations are adhered to.
- Stay abreast with latest developments in research tools and techniques to identify areas of improvement and develop new methodologies to assist project completion.
- Support and guide researchers with nominated aspects of funding application development, including (but not limited to); running events, providing advisory, administrative and project management support, coaching , and coordinating the grant approval and submission processes.
- Lead the research support team with supervision of other research staff and students as required.
- Perform other duties as directed by the supervisor.
- 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 & safety of yourself or others.

Skills and Experience

- University degree in a health science/social science/psychology/neuroscience or research management or related disciplines with demonstrated experience in research management and strategy, or data science and project management. A postgraduate degree is highly desirable.
- Experience working with a range of computer systems and applications, such as R, SQL, SPSS, SAS, STATA, MS Excel and reference management software.

- Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced. Proven ability to advise senior management and stakeholders as appropriate to ensure successful outcomes.
- Experience in the development of Category 1 Grant applications, including collation of background material, writing and harmonisation of investigator profile, collation of researcher and team metrics and editing of draft applications.
- Sound influencing and consultation skills and proven ability to interact effectively with diverse stakeholders.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- Proven ability to develop and implement operational plans with little supervision, including project management experience and the ability to achieve objectives, meet competing deadlines, and report on outcomes, ability to apply, interpret and develop policies and procedures in line with best practice.
- Demonstrated understanding of the research funding environment and processes, and a commitment to working closely with researchers to achieve objectives.
- An understanding of and commitment to UNSW's aims, objectives, and values in action, together with relevant policies and guidelines.
- 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.