POSITION DESCRIPTION

Research Manager

Position Level  8
Faculty/Division  Medicine
Position Number  ADMIN ONLY
Original document creation  October 2021

Position Summary

A Research Manager will manage the operations of the Baum Lab within the School of Medical Sciences (SoMS), UNSW Medicine & Health and actively develop and implement practices and procedures to support the research activities of the lab, focused on the cell biology of malaria parasite transmission and development of a malaria vaccine.

The role reports to the Head of School, School of Medical Sciences, and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Develop and implement guidelines, processes and procedures that align and support the research activities of the Baum Lab, within SoMS.
- Perform data collection, management, and analysis.
- Manage shipment of samples with collaborators and suppliers, sourcing reagents for the lab and general procurement, and organising the lab inventory, the latter including management and maintenance of routine stocks as well as long-term cold storage of biological samples.
- Consult, liaise and develop strong relationships with stakeholders to achieve research outcomes.
- Lead the research support team with supervision of other research staff and students as required.
- Design, implement and manage research 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.
• Represent the Baum Lab at other UNSW work areas, advisory groups, meetings, and other activities and lead/manage other Centre-wide research activities as required.

• Ensure Baum Lab projects and activities comply with all relevant ethical, safety (including biosafety and containment), legal, data security and other obligations regarding research integrity, particularly as it relates to any research partners/collaborators.

• Stay abreast with latest developments in research tools and techniques to identify areas of improvement and develop new methodologies to assist project completion.

• 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.

• 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

• Degree with substantial extension of the theories and principles normally requiring extensive relevant graduate experience and a range of management experience.

• Demonstrated experience of working within a similar environment and/or research lab with focus on insect husbandry dedicated to understanding infectious disease transmission (e.g., mosquito-borne malaria)

• Ability to grasp and work with a new range of computer systems and applications.

• Excellent written and verbal communication skills, and meticulous organisational skills with a high level of attention to detail for deliverables produced. Proven ability to influence senior management and stakeholders as appropriate to ensure successful outcomes.

• 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.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Demonstrated knowledge of health and safety responsibilities, in particular in relation to biosafety and containment, with a commitment to attending relevant health and safety training