



Chief Operating Officer (ARC centre of Excellence for Advanced Molecular Imaging)

Department/Unit	Biochemistry and Molecular Biology
Faculty/Division	Medicine Nursing and Health Sciences
Classification	HEW Level 9
Work location	Clayton campus
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Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. And that's because you're not just starting your career, or taking on a bigger challenge. You're making a real contribution – surrounded by energetic, inspiring people who are driven to make a difference as well. Monash is a place where you'll be able to develop your career in exciting, sometimes unexpected ways – putting you in the best possible position for a rewarding future. Discover more at www.monash.edu

The **Faculty of Medicine, Nursing and Health Sciences** is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The Faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally. From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography and medical imaging, nutrition & dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge and in providing a nurturing and caring environment.

To learn more about the Faculty, please visit www.med.monash.edu.au/

The **sub-Faculty of Biomedical and Psychological Sciences (FBPS)** is a unique discovery research precinct of the Faculty of Medicine, Nursing and Health Sciences. The Discovery Precinct is a partnership between (i) Monash Biomedicine Discovery Institute; (ii) Australian Regenerative Medicine Institute; and (iii) Monash Institute of Cognitive and Clinical Neuroscience. The mission is to carry out world-class discovery research that translates to the clinical and commercial sectors. The FBPS Discovery Precinct is home to two ARC Centres of Excellence, namely, (1) Advanced Molecular Imaging and (2) Integrative Brain Function.

We are committed to an inclusive working environment with a particular focus on gender equity. Please visit www.med.monash.edu.au/biomed-psych/index.html for more information on FBPS.

The **School of Biomedical Sciences** is one of the largest and most dynamic biomedical research and teaching environments in Australia. The School and its cognate Departments of Anatomy and

Developmental Biology, Biochemistry and Molecular Biology, Microbiology, Pharmacology and Physiology comprise over 100 research groups and deliver discipline-focused teaching into our flagship Biomedical Science Degree, the Bachelor of Science Degree, as well as the Medical School and various Health-related Degree Programs. We pride ourselves on an excellent and evolving teaching curriculum and our teaching space is about to be transformed by a new \$80 million dollar biomedical teaching building. Opening in 2019, the new building will provide world-class teaching and learning space for Biomedical Sciences.

The **Department of Biochemistry & Molecular Biology** is the largest of the five departments in the School of Biomedical Sciences. Biochemistry and molecular biology are closely-related disciplines which study the chemical components of living cells, including the genetic material, in order to understand biological processes and how these are altered in disease.

Research and teaching in the department encompasses six broad themes: cell biology, signal transduction, host/pathogen interaction, structural biology, immunology and developmental biology. Our research is highly relevant to major human diseases and pathological processes, including infection, inflammation, diabetes and obesity, developmental and degenerative disorders, cardiovascular disease, and cancer. The Department has been ranked as the premier Department in its discipline since the inception of ARC benchmarking of Australian Departments in 1998.

Further details about the department can be found at www.med.monash.edu.au/biochem/.

ARC Centre of Excellence in Advanced Molecular Imaging develops new imaging methods to visualize atomic, molecular and cellular details of how proteins interact and effect immune responses. The Centre enables Australia to be an international leader in biological imaging, to train the next generation of interdisciplinary scientists, and provide new insights into combating common diseases. The \$28-million ARC Centre of Excellence in Advanced Molecular Imaging, steered by Professor James Whisstock encourages collaboration between university researchers at the administering and collaborating organisations, as well as researchers and end-users at partner organisations, both across Australia and around the world.

Position purpose

The Chief Operating Officer (ARC Centre of Excellence for Advanced Molecular Imaging) (COO) of the ARC CoE AMI plays a central leadership role in positioning Monash University as a recognised national and international leader in Molecular Imaging.

Working with a considerable degree of autonomy, the Chief Operating Officer (ARC Centre of Excellence for Advanced Molecular Imaging) is responsible for governance, operations and relationship management of the ARC AMI and ensures strategic objectives are met through the appropriate design, delivery and evaluation of ARC programs. International and industry partnership development, marketing and event management are also critical aspects of the role.

Reporting Line: The position reports to the ARC CoE AMI Director (Professor James Whisstock) and will work with broad direction and a considerable degree of autonomy

Supervisory Responsibilities: The position will supervise the roles of the ARC CoE Media and Communications Manager, a junior Project Officer and technical staff in the ARC Centre of Excellence for Advanced Molecular Imaging

Financial delegation and/or budget responsibilities: The position has a financial delegation of \$20,000 and is responsible for reporting against ARC Centre of Excellence for Advanced Molecular Imaging budgets. The budget of the Centre amounts to \$28M over seven years, with this position responsible for management of multifaceted budgetary control and reporting to the ARC.

Key responsibilities

1. Lead and manage the ARC CoE AMI including strategic / operational / business planning and management of operations, infrastructure, budget, resources and regulatory compliance to ensure effective operations of the highest-quality standards in relation to services, training and education
2. Develop and implement strategic marketing and communication plans for the ARC CoE AMI with the support of the Director and Media and Communications Manager to ensure shared vision of all key stakeholders, within and external to the University
3. Contribute to strategic planning and the business development opportunities to build the sustainability of the ARC CoE AMI, ensuring alignment with the University's aspirations, as well as close alignment with broader research initiatives
4. Develop and manage the ARC CoE AMI programs around staff resources, mentoring activities and training workshops
5. Direct and conceptualise programs of research and analysis in areas of functional specialisation, including making recommendations and coordinating regular high level business reporting
6. Lead and manage the operation of complex administrative or technical functions involving significant resources including the development and execution of research symposia and training events to enhance achievement of the ARC CoE AMI, and conduct cost benefit analysis of these events
7. Contribute to the management of and preparation of research grant applications including the writing, editing, final preparation, planning meetings, budget construction and coordination of grant applications
8. Develop and maintain strong partnerships with other relevant business units, functional areas and key staff, including provision of expert advice. Effectively use these relationships to facilitate cooperation across Australia and internationally, and deliver services aligned with stakeholder needs. In the case of the ARC CoE AMI, key stakeholders will include Centre members, federal, state and international government, agencies senior management and operational staff at partner and collaborating organisations, as well as current and potential industry partners
9. Lead and manage significant strategic and operational projects, large scale review and development of policy and procedure, and complex compliance and quality processes
10. Lead and manage a work environment of continuous review and improvement of business practices, operational processes and service provision
11. Exercise strong budget management for the business unit/s and or projects managed

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - postgraduate qualifications and extensive, relevant experience; or
 - extensive management experience and proven management expertise; or an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Experience in a tertiary research environment including knowledge of national competitive research organisations, not-for-profit and international funding organisations, and the associated financial and reporting compliance
3. Highly developed skills and experience in strategic and operational business planning, including financial management, resource management contract management, and risk management whilst working under pressure in a large, complex and dynamic organisation

4. Proven exceptional project management experience including the ability to lead a project team, establish the project scope, plan and manage the project through its various stages by utilising contemporary project management methodologies
5. Demonstrated experience and skills relating to event management and business development activities, preferably within a scientific context or the MedTech / BioTech sector
6. Demonstrated ability to apply accounting standards and financial policies in a complex organization
7. Exceptional relationship management skills with the demonstrated ability to develop effective strategic and operational relationships with key stakeholders across Australia and internationally and interact, influence and negotiate at senior levels within and outside the university
8. Outstanding conceptual, analytical and evaluation skills, including the demonstrated ability to devise innovative solutions to complex organisational issues and requirements
9. Excellent skills and experience in identifying, developing and implementing successful change management concepts to implement new processes or systems coupled with conflict management skills and the ability to gain the buy in of diverse groups
10. Demonstrated extensive and broad experience in leading, motivating and developing a diverse team to achieve objectives

Other job related information

- Interstate and international travel may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.