



Position description

Research Manager

Position number	
Department/Unit	Institute for Safety, Compensation and Recovery Research (ISCRR)
Faculty/Division	Provost and Senior Vice-President
Classification (salary rates)	
Employment type	Full-time
Work location	499 St Kilda Rd, Melbourne
Date document created or updated	14/12/2015

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu

The Vice-Provost (Research) makes a significant contribution to the University's commitment to excellence and diversity and provides strategic leadership in the advancement and success of the University's research endeavours. Responsibilities include enhancement of the University's research performance; ensuring responsible research practice, integrity and compliance with the Australian Code for the Responsible Conduct of Research; delivering on the relevant components of the research strategy; and proactively responding to changes in government policy relating to research activities.

The Institute for Safety Compensation and Recovery Research (ISCRR), partnered by Monash University, has been established as a centre of excellence by: WorkSafe Victoria (WSV), the state's regulator of workplace health and safety, workers' occupational rehabilitation and compensation system and insurance scheme; and the Transport Accident Commission (TAC), which administers a comprehensive no-fault compensation scheme for Victorians who are injured or die as a result of a transport accident. It is a multidisciplinary institute that has developed an innovative collaborative research model, aimed at conducting research that improves health and social outcomes in occupational health and safety, rehabilitation and compensation practice by providing evidence to assist the injury insurance schemes to continue to improve.

Position purpose

The Research Manager is responsible for leading the research development activities of ISCRR. Working closely with the internal researchers and management team, the position will provide high quality support to ISCRR's research and policy partners in the development, management and translation of research projects. A particular focus will be the identification and pursuit of leveraged funds including grants, industry and government partnerships.

As a member of ISCRR's research development and operations team, the position will contribute to the effective and efficient management of the institute's large and growing research portfolio, ensuring that relevant and high quality research is conducted and that the maximum impact of the research is achieved. This position will require the incumbent to drive relationships with internal service providers within ISCRR to reinforce the management, quality, translation and communication of research projects. The position will work closely with the Transport Accident Commission (TAC), WorkSafe Victoria (WSV), researchers at various universities and other stakeholders.

Reporting line: The position reports to the Lead, Research Development & Operations who will provide general to broad supervision.

Supervisory responsibilities: Not applicable.

Financial delegation and/or budget responsibilities: Not applicable.

Key responsibilities

1. Working closely with ISCRR internal researchers and management team, drive the development, management and translation of research through activities such as sourcing appropriate academic expertise (both internal and external to Monash) and appropriate internal resources to support the effective translation of outcomes.
2. Develop, manage and translate research as agreed with the Lead, Research Development and Operations.
3. Manage the planning, monitoring and reporting of internal and external research activity and ensure that it is in line with the overall objectives of the Institute.
4. Identify and engage in opportunities for external funding, driving such research through to practical applications in practice and policy settings.
5. Provide advice to the Management Team regarding content area requirements, trends and potential issues.
6. Develop project proposals and plans for new projects including budgets.
7. Monitor project quality frameworks and support continuous quality improvement.
8. Establish and manage effective relationships with program partners, clients, academics and other key stakeholders including policy makers. Develop and manage networks of contacts that may provide additional support/ expertise to ISCRR (such as end user support groups.)
9. Represent and promote the Institute to the University, industry, government, professional bodies and the wider community.

Key selection criteria

Education/Qualifications

1. A tertiary degree at postgraduate level (preferably in a health, policy or other relevant discipline) with significant relevant experience working in a research or project, policy or grant management environment, or an equivalent, alternate combination of relevant knowledge, training and/or experience.

Knowledge and Skills

2. Strong success in securing grants, external or leveraged funding using a business development type approach.
3. Demonstrated skills and experience in managing multiple projects, contract negotiations and coordinating activities to ensure critical deadlines and desired outcomes are met within a set time frame and budget.
4. Experience in developing plans (such as research, strategic or business) and delivering against agreed milestones and key performance indicators.
5. Broad exposure and skills in successfully implementing the results of research, both internally and externally to the funding or research organisation, using a range of translation techniques as appropriate.
6. Exceptional interpersonal, communication skills including the ability to relate to both research and government environments and the ability to work flexibly (i.e. autonomously and in small teams).
7. Proven negotiation and influencing skills in order to achieve successful project outcomes.
8. Ability to develop and sustain effective relationships with a broad range of individuals including academics, senior personnel within government and industry as well as external stakeholders.
9. Proven ability to effectively analyse complex information and produce clear, succinct reports and documents to communicate ideas, research outcomes or concepts which requires interaction with others.
10. Well-developed conceptual, analytical and evaluation skills with the ability to develop creative solutions to complex problems and program requirements.
11. Ability to use a strategic approach, yet still focus on detail and problem-solving.

12. Sound understanding of ISCRR content areas at a state and government level.

Other job-related information

1. Travel (to the offices of ISCRR's industry partners and other Monash campuses) may be required.

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.