

## Position description

### Senior Administration Officer (ARC Centre of Excellence)

<b>Department/Unit</b>	ARC Centre of Excellence for Integrative Brain Function
<b>Faculty/Division</b>	Faculty of Medicine, Nursing and Health Science, School of Psychological Sciences
<b>Classification</b>	HEW Level 7
<b>Work location</b>	770 Blackburn Rd, Clayton
<b>Date document created or updated</b>	September 2016

### 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](http://www.monash.edu)

The **Faculty of Medicine, Nursing & 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 & 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/](http://www.med.monash.edu.au/)

**The Centre for Integrative Brain Function (CIBF)** is an ARC Centre of Excellence, commencing operations in 2014. The Centre undertakes research, education, and outreach programs across Australia in the area of brain function. The CIBF at Monash University is multi-institutional and multi-disciplinary, undertaking research with the aim of understanding how the brain interacts with the world. CIBF integrates the work of Australia's leading scientists in the fields of experimental and theoretical neuroscience, neural modelling and neuroengineering.

The CIBF Director and Chief Investigators oversee the research program. The Director is supported by the CIBF Manager, who oversees all activities of the CIBF. The Education Coordinator manages the education program and reports to the CIBF Director. The outreach program is referred to as *The Brain Dialogue* and has a Director (equivalent to the Outreach Coordinator), who reports to the CIBF Director.

### Project(s) Significance and Complexity

- Total budget of approx. \$26.5M over 7 years
- Five nodes: Monash University, Melbourne University, University of NSW, University of Queensland and University of Sydney

- Overseas partners: Brain Science Institute, Riken, Cold Spring Harbor Laboratory, Duke University, International School for Advanced Studies, Karolinska Institute, National Institute for Health and Medical Research, National Institute for Medical Research, National Institute of Mental Health, New York University, QIMR, Swiss Federal Institute of Technology and Weill Cornell Medical College

## Position purpose

Working with a considerable degree of autonomy, the Senior Administration Officer is a member of the Central Theme (management unit of the centre) and is responsible for overseeing the financial aspects of the Centre, performing a wide range of complex research management related activities which determine how objectives will be achieved and how resources will be deployed to achieve outcomes.

The incumbent manages the day to day operations of the Centre of Excellence, ensuring regulatory compliance, including compliance with the Australian Research Council (ARC) funding rules. The position is responsible for developing and sustaining effective working relationships with existing Australian and international university and industry collaborators to better understand stakeholder needs and to enable the delivery of high quality operational and research support services.

- **Reporting line:** The position reports to the Centre Manager under broad direction
- **Supervisory responsibilities:** Nil.
- **Financial delegation and/or budget responsibilities:** The position is responsible for management of multifaceted budgetary control across several million dollars

## Key responsibilities

1. Accountable for the production of all reports for the centre, including the collation of financial data from other centre nodes. Monitor and report against the budget and KPIs established for the centre
2. Manage all finance matters, including monitoring centre expenditure against the budget in liaison with the Research and Revenue hub and provide budget recommendations to the Centre Manager and the Central Theme
3. Build and sustain relationships with an extensive network of internal and external stakeholders, including academic and professional staff at centre node institutions, to understand business needs, deliver effective, consistent services and to enable data collection for ARC reports and research collaborations
4. Develop, document and implement administrative processes involving HR, finance, research, curriculum, marketing and executive support
5. Manage the reporting measures (including the collection of data from partners on publications, patents, travel, staff and students and other required measures) and provide data analysis, reporting and related services
6. Direct all aspects of centre governance and management committees, including drafting and/or preparing position and policy papers as well as other meeting papers. Governance and management committees of the Centre include: Advisory Board; Executive Committee; and the Intellectual Property and Commercialisation Committee
7. Manage compliance with policies relating to publications, Intellectual Property (IP), authorship, and assets
8. Oversee the key responsibilities of the Centre Administrator, and node administrators at other sites across Australia
9. Manage key projects as requested by the Centre Manager or Director

## Key selection criteria

1. The appointee will have:
  - a degree in a relevant field with substantial subsequent relevant experience, or
  - extensive experience and management expertise in administrative fields, or
  - an equivalent combination of relevant experience and/or education/training.

## Knowledge and Skills

2. Proven management skills with a record of successfully coordinating and/or supporting projects through to completion in accordance with agreed standards, timeframes and other performance indicators
3. Experience in monitoring and reporting against budgets
4. Highly developed written and oral communication and interpersonal skills including the ability to draft correspondence and reports, deal tactfully with people from a diverse range of backgrounds and effectively manage key stakeholder relationships

5. Demonstrated leadership skills, including the ability to lead, motivate and develop staff and plan and allocate work to meet objectives
6. Excellent communication skills, including the ability to prepare professional documentation for various audiences, advise and negotiate at high levels and maintain discretion
7. High-level problem-solving skills and the ability to identify and recommend solutions to challenging issues
8. Demonstrated ability to exercise substantial levels of independence, good judgement and initiative
9. Demonstrated experience in a similar management position (program or project management in science or engineering preferred), preferably with collaborators or partners from multiple institutions

## **Other job-related information**

- Travel (e.g. to other campuses of the University and to partner institutions interstate) may be required
- Overtime and out of hours work (including evenings, weekends and public holidays) may be required
- There may be peak periods of work during which the 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.