RESEARCH AND PROJECT MANAGER

DEPARTMENT/UNIT	Faculty Research Office
FACULTY/DIVISION	Faculty of Pharmacy and Pharmaceutical Sciences
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	Parkville campus

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 **Faculty of Pharmacy and Pharmaceutical Sciences** is dynamic, innovative and ambitious, engaging in world-class research and being a leading education provider for over 130 years. The research arm of the Faculty is the Monash Institute of Pharmaceutical Sciences, in which we engage some of the best equipped and most experienced scientists in Australia. From a teaching perspective, our education curriculum - comprised of undergraduate, postgraduate and higher degrees by research programs - is purpose designed for the study of pharmacy and pharmaceutical medicine and taught by discipline experts. Our premises are located in 'the Parkville Strip', Australia's premier health & biomedical precinct, and offer world-class teaching facilities and research laboratories to our students and staff. To learn more about the Faculty, please visit our website.

POSITION PURPOSE

The Research and Project Manager is responsible for the management, development, implementation, and review of the Faculty of Pharmacy and Pharmaceutical Science's research strategy, management, support, and governance in order to increase research performance to meet Faculty, University and national research objectives. This role will perform highly specialised project management activities to ensure that the Faculty's current and future research activities are strategic, efficient and effective, and that appropriate policy and governance structures are developed and implemented to support all aspects of research administration, the research training function, research data management, and reporting. The position will play a key role in supporting the Faculty to drive a review of research and research administration and to roll out new initiatives.

Additionally, the Research and Project Manager is responsible for working in conjunction with the Research Ethics, Data and grants Co-ordinator to manage grant schemes and research contracts. The incumbent will provide strategic advice and recommendations to senior management and staff on grant and funding opportunities that are aligned to the faculty research priorities and strengths, enabling increased faculty

research performance and strengthening the research culture. The position has responsibility for coordinating and managing the faculty's research grant development activities, delivering a range of advisory services and working with faculty researchers to translate academic research effort into high quality research grant applications and research funding proposals.

The position will also be responsible for providing executive support as required to the Manager, Research and Graduate Research, the Director, Monash Institute of Pharmaceutical Sciences, the Associate Dean (Research), the Associate Dean (Graduate Research), MIPS Executive and the Faculty Executive committee and will lead the development of documents and proposals for executive committee endorsement.

Reporting Line: The position reports to the Manager, Research and Graduate Research under broad direction, working with a degree of autonomy

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Manage projects from conception to final delivery drawing on current project management methodologies, including reporting on progress and performance against project schedules and performance indicators, and undertaking post-implementation reviews

2. Manage grant schemes and research contracts as well as provide strategic advice and recommendations to senior management and staff on grant and funding opportunities that are aligned to the faculty research priorities

3. Provide change management expertise to implement strategic initiatives in the Research and Graduate Research portfolios in the Faculty of Pharmacy and Pharmaceutical Sciences

4. Initiate strategies that support the development of initiatives designed to foster improved research performance by the research themes, groups and individuals and enhance research support for the Faculty

5. Ensure operational compliance with regulatory bodies and that internal and external performance assessments are completed including the Excellence in Research for Australia (ERA) initiative and Monash University's Academic Strengthening initiatives

6. Provide accurate and detailed information, advice and expertise in regard to accurate data collection, project planning processes and reporting requirements that require an extensive understanding of policies and procedures and relevant legislation pertaining to research data management, and reporting

7. Keep abreast of developments, activities and protocols in research management and governance through liaison with staff and peers internal and external to the University, reading relevant literature, attendance and participation at meetings and seminars as appropriate

8. Provide advice and assistance to International visiting undergraduate research students as part of strategic Faculty alliances

9. Provide senior executive support to the Manager, Research and Graduate Research, the Director, Monash Institute of Pharmaceutical Sciences, the Associate Dean (Research), the Associate Dean (Graduate Research), MIPS Executive and the Faculty Executive committee in developing policies and procedures to implement the Faculty research strategic plan

10. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:

   - Postgraduate qualifications or progress towards postgraduate qualifications in a scientific or medical discipline, and extensive relevant experience; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Excellent project management skills with a proven record of successfully managing all aspects of medium to large scale projects through to completion, in accordance with project management methodologies, standards, timeframes and budgets

3. Extensive grants and contracts management expertise, including support for scientific and medical funding opportunities

4. Demonstrated ability to effectively contribute in an innovative and informed manner to policy development and implementation as well as process re-engineering

5. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines

6. Highly developed relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders

7. Highly developed analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions

8. Excellent interpersonal and communication skills, including experience in developing professional communication documentation and delivering effective presentations

9. Experience in the support of change initiatives in a large and complex organisation

10. High-level written communication skills and demonstrated capability in writing detailed reports or non-routine correspondence, material and/or other documents communicating ideas or concepts related to issues that are often complex or controversial

11. Advanced computer literacy, particularly experience with current project management software and related application capabilities

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University 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

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.