



## POSITION DESCRIPTION

### Melbourne Medical School

Faculty of Medicine, Dentistry and Health Sciences

## Research Manager

POSITION NO	0044838
CLASSIFICATION	UOM 8
SALARY	\$103,409-\$111,927
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time  (The Melbourne Medical School promotes flexible working. Applicants seeking job-sharing arrangements are welcomed)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Simon Hall: Manager, Melbourne Medical School Tel +61 3 8344 4094 Email: <a href="mailto:mms-info@unimelb.edu.au">mms-info@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The position of Research Manager is responsible for the administrative coordination of the Melbourne Medical School's research management activities to support continued growth and success in research performance. This position works in partnership with senior management and academic research leaders to facilitate research excellence and maximise opportunities for research income and other outputs.

The Research Manager plays a key role in strategic planning of research support and provides strategic advice and support on complex research management matters. Key to the success of this position is the development of strong working relationships with internal and external stakeholders, including the Melbourne Medical School's health service partners. The successful applicant needs to be familiar with understanding research performance data and be able to present this analysis of this effectively. The incumbent will also liaise regularly with the Faculty of Medicine, Dentistry and Health Sciences Research Development Unit to deliver accurate and timely research data for a range of governance and business planning processes. The Research Manager will facilitate research development activities across the Melbourne Medical School in conjunction with the School's Research and Research Training Committee.

This position reports to the Manager, Melbourne Medical School, but also works closely with the School's Director of Research in the development and delivery of the School's research strategy and related action planning.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes. We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

### ***1. Key Responsibilities***

- ▶ Develop research support strategies in accordance with the School's research objectives and coordinate the associated implementation plans, ensuring consultations with relevant stakeholders. Adopt a continuous improvement approach through the conduct of periodic reviews of School processes
- ▶ Coordinate training programs, seminars, symposia, roadshows and workshops which support research quality and output for staff at all levels, and facilitate access for the School's researchers to existing support opportunities across the Faculty and University
- ▶ Provide expert advice to Melbourne Medical School senior management across the range of research activities to assist in strategic decision-making. Prepare budgets and report on variances
- ▶ Provide secretariat services, develop materials and participate in the Melbourne Medical School's Research and Research Training Committee and assist with the establishment of improved governance frameworks for research management within the School, including working party support
- ▶ Develop systems to capture metrics on School research performance, impact and ranking and monitor data to ensure integrity and accuracy. Produce research management datasets for business planning and reporting purposes.

- ▶ Manage School implementation of University and Faculty research initiatives and participate in a range of committees and working groups at all University levels
- ▶ Establish and maintain effective networks with peers in Australian universities and senior program managers in relevant research agencies
- ▶ Undertake other duties commensurate with the position level as directed by the School Manager or Director of Research

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ Relevant experience of research administration or demonstrated capacity to manage the operating environment and complexity of research administration
- ▶ Significant successful experience in complex program administration with demonstrated initiative, planning skills, and excellent organisational ability, within a tertiary institution or funding agency
- ▶ High level interpersonal and verbal communication skills with the ability to liaise and influence a range of people across all levels of the organisation and to effectively communicate analysis and advice to senior management
- ▶ Demonstrated experience in, or evident aptitude for, designing administrative processes and guidelines for researchers to improve the quality of applications for research funding and scholarships
- ▶ Demonstrated experience in providing high quality and timely reports related to research (or other funding sources) to ensure appropriate actions are taken to resolve current or potential issues
- ▶ Demonstrated leadership ability and capacity to supervise staff in addition to working effectively as a member of a team

### **2.2 DESIRABLE**

- ▶ Postgraduate qualifications in a relevant area or progress towards postgraduate qualifications and relevant experience
- ▶ Experience in reviewing and negotiating grant agreements or funding contracts
- ▶ Competency in the use of University of Melbourne research management systems
- ▶ Understanding of internal policy, regulatory and commercial issues relevant to university-industry research collaboration, contract research and technology transfer

## ***3. Job Complexity, Skills, Knowledge***

### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The incumbent will operate under the broad direction of the School Manager. The position has a high degree of autonomy and opportunity to exercise initiative and innovation, but also requires close liaison with the School Director of Research and other internal stakeholders.

### **3.2 PROBLEM SOLVING AND JUDGEMENT**

This position requires high level analytical, conceptual and problem solving skills to ensure the effective development and implementation of research support initiatives across the Melbourne Medical School. It is expected that the incumbent will bring expertise and innovation in research administration to the resolution of problems. The ability to exercise independent judgement and confidentiality, as well as the ability to recognise consequences and outcomes of advice, decisions or actions taken, is essential to this position.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

A thorough understanding of research administration in the higher education setting, with a focus on research grants and fellowships and activities supporting research development.

A knowledge of University policies, procedures, processes and systems is required to provide advice and make policy and process improvement recommendations. An understanding of the application of policy in order to develop local operating rules is also required.

### 3.4 RESOURCE MANAGEMENT

The incumbent will be required to collaborate and work with staff at all levels both within and outside the School on a range of issues and projects. The incumbent will work across teams in all Departments and precincts of the Melbourne Medical School and will be expected to lead and motivate staff to ensure research support initiatives and activities are appropriately promoted and subscribed.

### 3.5 BREADTH OF THE POSITION

The position is required to operate across a matrix of levels to strategically plan and support the delivery of research support services. The incumbent will manage relationships with a wide range of staff in the School, including health service partners, Faculty and University Services staff as required.

## 4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised.

as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## **5. Occupational Health and Safety (OHS)**

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## **6. Other Information**

### **6.1 MELBOURNE MEDICAL SCHOOL**

<http://www.medicine.unimelb.edu.au/>

Established in 1862, the Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at the University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. The Melbourne Medical School is ranked ninth in the world (Times Higher Education World University Rankings 2019 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading hospitals in both the public and private sectors, as well as with leading medical research institutes and centres, nationally and internationally.

The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of nine clinical departments (Clinical Pathology, General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health-related graduate programs including the Doctor of Medicine (MD) which is the School's flagship program. It was the first Masters level entry-to-practice medicine qualification developed in Australia and set a new benchmark in medical education.

The MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

Under the leadership of Professor John Prins, the MMS is undertaking exciting new developments including a major review of the MD curriculum, an emphasis on the

clinician-scientist career trajectory (in partnership with affiliated Hospitals, Medical Research Institutes and Foundations), and a reinvigorated focus on clinically relevant research. These initiatives are being enhanced by a number of recruitment opportunities (through retirements, resignations and recent funding acquisitions) for a range of leadership positions across the School. These positions present a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

## 6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$630m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

## 6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

## 6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive

contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>