

INSTITUTE MANAGER, AUSTRALIAN REGENERATIVE MEDICINE INSTITUTE

DEPARTMENT/UNIT	Australian Regenerative Medicine Institute
FACULTY/DIVISION	Faculty of Medicine, Nursing and Health Sciences
CLASSIFICATION	HEW Level 9
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The Faculty of **Medicine, Nursing and Health Sciences** is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy.

Our Faculty offers the most comprehensive suite of professional health training in Victoria, consistently ranked in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. By educating the current and future healthcare workforce, and undertaking medical research, both discovery and clinical, our students, staff and alumni all work to directly improve people's quality of life, reduce health inequality and promote greater health and social outcomes.

We're globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We're recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub. To learn more about the Faculty, please visit www.monash.edu/medicine.

Our Faculty includes four Sub-Faculties: Health Sciences, Clinical and Molecular Medicine, Biomedical Medicines, and Translational Medicine and Public Health.

Established through a joint venture between Monash University and the Victorian Government, the **Australian Regenerative Medicine Institute (ARMI)** builds on the University's existing strengths in biomedical research, and supports the critical infrastructure required to deliver the next generation of discoveries in regenerative medicine.

ARMI is located at one of the world's largest regenerative medicine and stem cell research centres, at the Clayton Campus. Its location offers a highly stimulating biomedical research environment allowing Institute researchers to work closely with other university research organisations including the [Monash Institute for Medical Engineering \(MIME\)](#) and [Biomedical Discovery Institute \(BDI\)](#) and [CSIRO](#), one of Australia's leading multi-disciplinary research institutions.

ARMI's Mission is to address the unanswered questions with a multi-centre, cross disciplinary and highly focused approach, for the development of innovative clinical protocols as well as the pursuit of rapid commercial transfer of its technologies related to regenerative medicine around key research pipelines; Heart and muscle development and regeneration, Immunity and Regeneration, Stem cells, Cancer and Regeneration and Neural regeneration. ARMI scientists are focused on unravelling the basic mechanisms of the regenerative process, enabling doctors to prevent, halt and reverse damage to vital organs due to disease, injury or genetic conditions.

To learn more about us and the work we do, [please visit our website](#).

POSITION PURPOSE

The Institute Manager is a valuable member of the senior leadership team and is accountable for leading the development and management of all business and professional resources that support institute governance, education and research activities. The role works closely with the Institute Director and contributes to the development and conceptualisation of the ARMI strategy and is responsible for the implementation of the strategic and operational goals.

The role is accountable for professional operations within the institute, ensuring the appropriate deployment of resources to allow for the delivery of strong academic and research support and service outcomes, and providing expert policy and management advice. Working within a small team, the Institute Manager will guide and develop a supportive and high-performance work culture focused on the provision of excellence in customer service.

The Institute Manager works with senior academic and professional staff leaders to ensure that the Institute's excellent performance is maintained and further enhanced through innovation and business improvement strategies.

Reporting Line: The position reports to the Director, Australian Regenerative Medicine Institute, with broad direction and working with a considerable degree of autonomy. This position also has a secondary reporting line through to the Faculty General Manager for matters of faculty-wide strategic financial direction and compliance to policy and legislation

Supervisory Responsibilities: This position provides supervisions to 4 administrative staff

Financial Delegation: Yes, in accordance with the University delegations schedule

Budgetary Responsibilities: The position is responsible for managing a budget of up to \$20 million

KEY RESPONSIBILITIES

1. Provide expertise support, strategic advice and expertise to the ARMI Director and leadership team for consideration of strategic decisions and opportunities for progression and development
2. Work with the Director and leadership team to drive the strategic and operational planning and implementation to achieve ARMI objectives. This includes the development and implementation of strategic business cases, plans, position papers
3. Exercise strong financial management in the preparation of the annual budget and be accountable for delivering within budget targets for the business units managed
4. Provide support and guide a range of research management activities in relation to dissemination of research opportunities, grant submissions, budget advice and preparation, representing ARMI at research forums
5. Lead and be accountable for the successful performance of diverse and complex administrative functions involving significant resources, in accordance with University policies, procedures and strategic priorities
6. Actively participate in strategic change management projects and initiate the development and review of policy and procedure relevant to the functions and programs managed
7. Perform, oversee and guide a range of financial management responsibilities aligned to the business needs of the institute
8. Lead and develop a highly trained, motivated and efficient team with a strong customer focus
9. Lead a work environment of continuous review and improvement of business practices, operational processes and service provision
10. Initiate, lead and develop strong partnerships with other relevant business units, functional areas and key senior staff, including provision of expert advice and leadership
11. Other duties as directed from time to time

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. Demonstrated experience in the area of strategic business planning, financial and resource management, and policy and procedure development
3. Demonstrated leadership and management skills with a record of achievement in establishing and building strong productive teams, and managing projects

4. Demonstrated ability to apply accounting standards and financial policies in a complex organisation
5. Demonstrated 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
6. Highly developed research, investigative, conceptual and analytical skills, including proven expertise to resolve complex operational and service delivery quality issues
7. Proven exceptional project management experience in strategic planning and integration of policies and guidelines in a complex organisation
8. Superior interpersonal and communication skills with the ability to interact, influence and negotiate at senior levels and effectively communicate complex information with individuals at all levels and with varying levels of financial literacy
9. Proven planning and organisational skills, with the ability to prioritise and delegate tasks to achieve a substantial agenda within agreed timeframes and to required standards
10. Demonstrated capacity to work independently and cooperatively in a team environment, and to interact effectively and in a collegiate manner with staff and students within the University, and with external organisations and individuals

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.