



# RESEARCH PROGRAM AND OPERATIONS MANAGER

**DEPARTMENT/UNIT**

Institute for Safety, Compensation and Recovery Research / Office of the Vice-Provost (Research)

**FACULTY/DIVISION**

Portfolio of the Provost and Senior Vice-President

**CLASSIFICATION**

HEW Level 9

**DESIGNATED CAMPUS OR LOCATION**

553 St Kilda Road Melbourne, with regular travel to ISCRR's Geelong Office (1 Malop St, Geelong)

## ORGANISATIONAL CONTEXT

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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 **Provost and Senior Vice-President** is the Chief Academic Officer of the University and is responsible for: setting the University's academic strategy and priorities with a view to improving the education and research performance of the University; oversight of faculties, academic related portfolios and university-wide centres and institutes; oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures; strategic leadership for the delivery of academic programs; identifying and cultivating interdisciplinary areas of excellence and collaboration.

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)** was established in 2009 and is a collaboration between Monash University and WorkSafe Victoria (WorkSafe). WorkSafe is the state's regulator of workplace health and safety and workers' compensation system. ISCRR is a multi-disciplinary research and knowledge translation institute that has developed an innovative collaborative research model. ISCRR conducts and facilitates research that supports WorkSafe to drive improvements in health and social outcomes in occupational health and safety, rehabilitation and compensation practice.

## POSITION PURPOSE

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The Research Program and Operations Manager is responsible for providing leadership and oversight to the Research Program Management team, leading the engagement with relevant internal and external staff in relation to research management and ISCRR operations. This particularly applies to relevant Monash University faculties and schools for research management and operational purposes.

A senior position within the Institute, this role manages the budget and reporting function to support the management team to deliver a high-quality research program that has positive impacts on WorkSafe and their clients. In addition, the role leads a small team, enhances, builds and maintains strong current and potential internal and external partnerships, and drives the achievement of operational excellence and continual improvement.

**Reporting Line:** The position reports to the Director under broad direction and working with a degree of autonomy

**Supervisory Responsibilities:** This position provides direct supervision to 2 staff members at approximately HEW 6 or HEW 7

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

**Budgetary Responsibilities:** Yes, in line with Key Responsibilities

## KEY RESPONSIBILITIES

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1. Exercise strong budget management for the project to the value of 2.5 million dollars
2. Work closely with the Director, lead and manage all aspects of the Research Program and Operations function at ISCRR, including operational planning, management of operational resources and infrastructure, document management, budget management and reporting, as well as driving and championing projects, process and policy change
3. Maintain a focus on continuous improvement by conceptualising, developing, implementing and reviewing improvements to the project management framework, quality control and related systems and processes to enable efficient and effective research development, management and reporting
4. In collaboration with our funding partners and ISCRR personnel, manage the delivery of research contracts, ensuring the effective flow of information and strengthening engagement with key internal and external stakeholders
5. Manage and prepare financial and governance reporting, including developing reports, for the Institute
6. Work closely with our funding partners and internal ISCRR resources to ensure accurate status monitoring and reporting across the research program, and proactively identifying, addressing and mitigating risks and issues
7. Support the Director and actively contribute to the strategic and operational direction of the Institute, providing specialist advice and significant input into ISCRR's annual planning and budgeting processes
8. Develop and maintain strong partnerships with key project stakeholders by networking, liaising, presenting information and coordinating or attending stakeholder meetings
9. Lead the development, coaching, mentoring and management of the Research Program and Operations team, including planning and allocating staff resources and managing performance to build capability and deliver planned outcomes
10. Conceptualise, develop, implement and review quality assurance and quality control systems to enable efficient and effective research development, management and reporting

11. Keep abreast of research developments, activities and management approaches through liaison with staff and peers, reading relevant literature and attending meetings and seminars to provide strategic advice on best practice and highlighting opportunities to enhance policies and processes
12. Other duties as directed from time to time

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
  - extensive experience and management expertise; or
  - an equivalent combination of relevant experience and/or education/training

### **Knowledge and Skills**

2. Extensive project management skills and experience 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 and proven capabilities in research management and reporting, process and systems improvement and contract management within a complex environment
4. Demonstrated abilities in reporting and analysis, including financial management (monitoring and reporting, project costing and financial analysis)
5. Highly developed analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
6. Highly developed relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders internally and externally
7. Exceptional interpersonal, written and verbal communication skills with the ability to effectively communicate and present complex information to both academic and non-academic audiences
8. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
9. Extensive experience in motivating and developing a team of professionals to achieve project objectives
10. Track record of success within an applied research environment ideally generated within a research organisation, government agency or public policy institution

## **OTHER JOB RELATED INFORMATION**

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- This position is based in Melbourne but regular travel to the Institute's Geelong office will also be required and can be negotiated. Until the end of 2021 there are flexible work arrangements in place, including working from home
- Travel to other Australian campuses of the University will be required from time to time
- 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**

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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.