

# SENIOR RESEARCH MANAGER

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| DEPARTMENT/UNIT               | Medicine Nursing and Health Sciences Faculty Office |
| FACULTY/DIVISION              | Faculty of Medicine Nursing and Health Sciences     |
| CLASSIFICATION                | HEW Level 9   |
| DESIGNATED CAMPUS OR LOCATION | Clayton campus                                      |

## ORGANISATIONAL CONTEXT

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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 ground-breaking 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](http://www.monash.edu/medicine).

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

## POSITION PURPOSE

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The Senior Research Manager provides leadership and strategic direction for all research activities and initiatives for the Faculty of Medicine, Nursing and Health Sciences in collaboration with the Director, Research and Research Degrees and the Deputy Dean (Research). The incumbent is responsible for overall management of the Faculty's research portfolio including policy and program development, strategic research initiatives, data management, analysis and reporting, and communication and finances.

The Senior Research Manager ensures that policies, practices and processes meet the needs of staff and students and support the achievement of the Faculty's research aspirations.

**Reporting Line:** The position reports to the Director, Research and Research Degrees whilst working closely with and taking broad direction from the Deputy Dean (Research) and Associate Dean (Research and Research Infrastructure)

**Supervisory Responsibilities:** This position provides direct supervision to 3 staff

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** The position is responsible for managing a budget of up to \$5million

## KEY RESPONSIBILITIES

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1. Provide leadership for the Faculty in strategic planning and development of research, and administrative management of the research team within the Faculty Research Office
2. Proactively identify, review, and develop policies and processes in collaboration with senior staff then drive policy development and implementation to support research within the Faculty.
3. Provide recommendations and contribute to discussions on relevant issues related to major strategic initiatives and funding schemes.
4. Coordinate the participation of the Faculty in university or national benchmarking and research quality and impact evaluation exercises.
5. Develop and maintain a strategic knowledge of the research environment and provide expert advice to Faculty staff, including issues that may affect research.
6. Provide support and advice to the Deputy Dean (Research), Associate Dean (Research and Research Infrastructure), and the Director (Research and Research Degrees), and participate in, the decision-making processes which determine policy and strategic directions at the University and Faculty level.

7. Actively participate as a member of relevant University committees, sub-committees, or working parties, contributing at a senior level to policies, strategic planning, and initiatives.
8. Assist in building a culture that is proactive in identifying, developing, implementing, and reviewing policies, practices, and processes that meet the needs of staff and support the Faculty's and the University's research aspirations.
9. Manage the Faculty's research support budget ensuring Faculty and University requirements are met within frameworks and timetables.
10. Work collaboratively with senior members of the Faculty and other stakeholders in the University's research and research infrastructure portfolios on issues affecting research.
11. Oversee the management of research administration matters across the Faculty, including off-shore campuses.
12. Provide executive support for the Faculty Research Committee (FRC) and its sub-committees/working groups.
13. Manage the Faculty's initiatives for early career researchers (ECRs) and mid-career researchers (MCRs), including oversight of the ECR Steering Committee and its sub-committees/working groups.
14. Manage the Faculty's prizes and awards strategy and facilitate researcher engagement with the Pivot-RP funding opportunities database.
15. Manage the participation of FMNHS in University programs and initiatives through engagement and participation in a range of committees, projects, and other consultative bodies (e.g. Research Managers Forum, Impact Working Group, Research Week Organising Committee)
16. Other duties as directed from time to time

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - Postgraduate qualifications and extensive, relevant experience; and/ or
  - extensive management experience, operating within complex organisation structures including strategic planning, research administration, management of multiple projects, and quality improvement.

### **Knowledge and Skills**

2. Expert knowledge and appreciation of the academic environment and the University organisation and operation, including a sound understanding of the interrelationships and responsibilities of University and Faculty committees
3. Knowledge of legislation and policies relating to research as well as in-depth knowledge of Faculty and University policies, and the ability to implement these.
4. Excellent conceptual, analytical and problem-solving skills, including the ability to provide high-level reports and advice to senior management.
5. Demonstrated capacity to conceptualise, develop, review and implement professional, management, and administrative policies, and provide advice and recommendations involving high-level liaison with internal and external client areas.
6. Excellent time management, planning, and organisational skills, including the ability to develop and maintain strategic and operational planning documents, manage tasks involving a large number of people, work to tight deadlines, anticipate future requirements, and balance a wide range of conflicting demands.

7. Experience in managing substantial financial resources and preparing budgets.
8. Demonstrated leadership, particularly the ability to lead and motivate staff towards the achievement of strategic objectives.
9. Highly developed understanding of the research environment within a Faculty
10. Proven high-order interpersonal skills with the ability to maintain effective working relationships and networks, allowing the individual to deal with a range of key stakeholders, with the ability to adapt communication styles, as different situations arise.
11. High-level computer literacy, including advanced knowledge the Microsoft Office suite of software and the ability to present information in a variety of formats

## **OTHER JOB RELATED INFORMATION**

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- 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**

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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.