

SENIOR RESEARCH MANAGER

DEPARTMENT/UNIT	Central Clinical School
FACULTY/DIVISION	Faculty of Medicine, Nursing & Health Sciences
CLASSIFICATION	HEW Level 9
DESIGNATED CAMPUS OR LOCATION	The Alfred Centre

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 University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The Faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally.

From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography and medical imaging, nutrition and dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering outstanding education in all courses, in opening students to the

possibilities offered by newly discovered knowledge and in providing a nurturing and caring environment. To learn more about the Faculty, please visit www.monash.edu/medicine.

Central Clinical School (CCS) encompasses the Departments of Anaesthesia and Perioperative Medicine, Clinical Haematology, Immunology and Pathology, Diabetes, Infectious Diseases, Gastroenterology, Allergy and Respiratory Medicine, Neuroscience, Medicine and Surgery. CCS also includes the Melbourne Sexual Health Centre, Monash Alfred Psychiatry research centre and the National Trauma Research Institute. It is located at the Alfred Hospital precinct in Melbourne, known as AMREP (Alfred Medical Research and Education Precinct). The school is involved in teaching students from both the Faculty of Medicine, Nursing and Health Sciences and the Faculty of Science and its teaching and research is conducted at Alfred Health, Cabrini, Epworth Richmond, Peninsula Health and at Clayton.

POSITION PURPOSE

The Senior Research Manager utilises senior-level, specialist knowledge to oversee and deliver high-quality services to support the diverse research portfolio of the Central Clinical School. The Senior Research Manager forms the essential conduit between the researchers and the University, and also plays a key role in linking programs to business development and funding bodies; ensuring robust research governance practices are upheld; coordinating peer-review within the School for external grants and fellowships and internal travel bursaries and awards; managing the Monash-Alfred Clinical Trials Program; and in high-level project management related to research performance and other school-wide initiatives. Contribution to strategic and operational planning, budget management, management and development of the school research governance teams and development and revision of policies, practices and systems form key parts of the role. This position conducts a high level of planning and management activity to grow and develop the Central Clinical School's research portfolio, whilst developing and maintaining relationships of strategic importance.

The Senior Research Manager provides leadership to multiple teams in the delivery of high-level and professional research services with the view of effectively achieving the Central Clinical School's priorities. A key focus of this role will be to provide expert advice at both strategic and operational levels.

Reporting Line: The position reports to The School Manager, Central Clinical School

Supervisory Responsibilities: Two research administration staff

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Oversee, develop and project manage major new School-wide initiatives related to research, whilst maintaining relationships of strategic importance both nationally and internationally in line with central initiatives
2. Contribute to strategic and operational planning and the achievement of research goals
3. Plan and manage projects including the application of research methodologies, risk management, study design and execution, data analysis, interpretation of results and reporting to meet project objectives, timeframes and regulatory compliance requirements
4. Manage a research administration program which may include providing expert advice on, developing and contributing to; papers for publication, research or technical procedures, policy development, grant applications, reports, literature reviews, data analysis and supporting patenting, copyright or licensing activity

5. Manage and develop a highly trained, motivated and efficient research services and administration team, with a focus on delivering operational excellence and delivery of research outcomes
6. Represent the School and contribute to marketing and business development opportunities with industry, business, government and the community, including working with others to realise funding opportunities, research collaboration, joint ventures and agreements
7. Develop, pursue and maintain strong partnerships, collaborations and networks with academic and other staff, relevant research bodies, service providers and functional areas
8. Collaborate with the Head of School and Research Committee to contribute to the identification of faculty priorities and ensure that strategies designed to improve research support to staff and students within the school are clearly articulated, effectively implemented and of the highest quality
9. Maintain an up-to-date specialist and technical knowledge of new and innovative research funding and development opportunities, equipment, technology and data management, including provision of expert advice
10. Develop and revise policies, practices and systems to achieve optimal use of resources whilst meeting legislative, organisational and operational-efficiency needs
11. Take responsibility for the School's governance, risk profile and compliance management, ensuring that monitoring and reporting on areas of risk are conducted on a regular basis and in line with the University's Risk Management strategy
12. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - An undergraduate Science or Biomedical Science Degree with Honours; and/or
 - 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. Experience in supporting or running a biomedical research program
3. Excellent management skills with proven ability to provide authoritative specialist and technical advice
4. Highly-developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines in a complex research environment
5. Excellent project and budget management skills, with a proven record of successfully managing all aspects of large-scale research projects through to completion
6. Significant staff management experience with the ability to motivate and develop a high-performance team committed to excellent customer service
7. Highly developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
8. Superior interpersonal and communication skills with the ability to build successful relationships, influence, negotiate and achieve consensus at senior levels

9. Demonstrated ability to undertake research, analyse data and identify trends and opportunities
10. Advanced computer literacy

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.