

POSITION DESCRIPTION

Position Title	Research Program Manager		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	Healthy Brain and Mind Research Centre (<i>Development & Disability Over the Lifespan Program</i>)		
Nominated Supervisor	Professor Peter Wilson		
Higher Education Worker (HEW) Level	HEW 8	Campus/Location	Melbourne Campus
CDF Achievement Level	2 Management (Line)	Position Number	10608682
Employment Type	Full Time, Fixed Term	Date reviewed	June 2020

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support this complex and national University consists of:

- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer & Deputy Vice-Chancellor (Administration)
- Deputy Vice-Chancellor (Research)
- Deputy Vice-Chancellor (Education and Innovation)
- Deputy Vice-Chancellor (Coordination)
- Vice President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

ABOUT THE FACULTY OF HEALTH SCIENCES

The Faculty of Health Sciences offers courses in biomedical science, clinical education, clinical exercise physiology, exercise and cancer, exercise science, health administration, healthcare simulation education, high performance sport, mental health, midwifery, nursing, nutrition science, occupational therapy, paramedicine, physiotherapy, psychology, public health, rehabilitation, social work and speech pathology.

Our vision is to provide caring and prepared graduates who promote health and prevent illness for Australia's health and sports industries, and provide quality healthcare for vulnerable communities such as the Indigenous, elderly and disabled.

The Schools are:

- School of Nursing, Midwifery and Paramedicine (National)
- School of Allied Health (National)
- School of Behavioural and Health Sciences (National)

The Faculty's courses are developed within the Catholic intellectual tradition with the goal of preparing graduates in health with an emphasis on social justice and equity, and sustainability.

Further information about the Faculty can be found at: http://www.acu.edu.au/about_acu/faculties_institutes_and_centres

ABOUT THE HEALTHY BRAIN AND MIND RESEARCH CENTRE

The Healthy Brain and Mind Research Centre aims to advance knowledge critical to improving mental health, physical performance and well-being. Mental health, brain-related and developmental disorders have significant negative impacts upon the mortality and social participation of the most vulnerable members of the community and are among the most urgent global challenges of the 21st century. The Centre seeks to make significant contributions to mental health, participation and well-being by integrating cutting edge research expertise and technology spanning neuroscience, addiction science, clinical psychology, developmental psychology, and rehabilitation science to improve the understanding, prevention and treatment of mental health, brain-related, and developmental disorders. The Healthy Brain and Mind Research Centre includes a program of research focused on *Development & Disability Over the Lifespan*.

ABOUT DEVELOPMENT AND DISABILITY OVER THE LIFESPAN

Developmental science and disability research at ACU are internationally renowned for innovation and impact. Our team of local and international collaborators have a dedicated focus on (i) building integrative/ecological models of motor and cognitive development in children, (ii) developing knowledge of the neural and cognitive basis of motor disorders in both children (esp. DCD and CP) and adults (e.g., Parkinson's Disease), and (iii) translating this knowledge into new innovations in training and therapy that challenge current practice (e.g., EDNA™, www.dynamicneuralarts.com.au).

In the area of developmental science, our leading work on motor clumsiness in children (or Developmental Coordination Disorder—DCD) is regarded as ground-breaking in the field. The team employ a mix of experimental, correlational, and longitudinal studies that examine the development of motor control, learning and cognition in DCD and related conditions — our *internal modelling deficit* (IMD) hypothesis is perhaps the leading mechanistic account of DCD which, together with our work on executive function, has informed **International Clinical Practice Guidelines on DCD** (Blank et al., 2019). More recent work addresses the interplay between motor, cognitive, and affective systems in children and how this relationship changes with age and experience. And, our translational work has included award-winning VR-based interventions (like *Elements DNA—EDNA™*) for disorders affecting movement in both children and adults (including cerebral palsy, Traumatic Brain Injury, stroke, and DCD).

The research on motor disorders in adult populations seeks to build knowledge of the mechanisms of balance impairments, gait disability and falls in older adults and people with degenerative conditions (e.g., Parkinson's disease). Specifically, our work draws on the fields of biomechanics, neuroscience and motor control to establish innovative, science-led methods for: (i) evaluating how balance and gait are affected by age and disease; and (ii) determining the efficacy of invasive and non-invasive therapies for their management.

Our expert national and international collaborators include Prof. Bert Steenberg (Radboud University, the Netherlands), Prof. Dido Green (Brunel University, UK), Prof. Gavin Williams (Epworth Hospital and University of Melbourne), Prof. Bouwien Smits-Engelsman (University of Cape Town), Prof. Andy Gordon (Columbia University, NY), Prof. Jonathan Duckworth (RMIT University, Melbourne), Prof. Christine Imms (Murdoch Children's Research Institute, Melbourne), and Prof. Peter Silburn (University of Queensland). This has enabled an innovative research focus on virtual rehabilitation, supported by a number of large ARC and others grants.

Prof. Wilson is past Chair and steering committee member of the *International Society for Research on Developmental Coordination Disorder (ISR-DCD)*, an International Research Fellow of Radboud University in Nijmegen, and a current member of the Scientific Committee for the *International Conference on Disability Virtual Reality and Associated Technologies (ICDVRAT)* and the *International Conference on Virtual Rehabilitation (ICVR)*. Dr. Cole was an inaugural member of the National Health and Medical Research Council's postdoctoral reference group and recently contributed to the Australian Department of Health's Round Table discussions concerning the development of the new National Injury Prevention Strategy for release in June 2020.

POSITION PURPOSE

The appointed **Research Program Manager** will be an important part of our team, working with our researchers and professional staff to build our capacity to produce high quality research outputs in the areas of developmental science, human movement, and rehabilitation science. Current and planned studies include longitudinal studies of child cognitive-motor development, and use of new augmented-reality based systems for clinic and home-based rehabilitation in children and adults with a neurodisability, including acquired brain injury (ABI), Developmental Coordination Disorder (DCD) and related conditions, and use of deep brain stimulation for movement disorders like Parkinson's Disease. The Research Program Manager will be expected to assist the team (involving also our international collaborators) in disseminating new findings via high impact publications and supporting competitive external grant applications to further grow the capacity and impact of our Centre.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU Strategic Plan 2020-2023](#)
- [Catholic Identity and Mission](#)
- [ACU Capability Development Framework](#)
- [Higher Education Standards Framework](#)
- [ACU Service Delivery Model](#)
- ACU [Staff Enterprise Agreement](#), including provisions in relation to Performance Excellence
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University

		✓	✓	✓	✓
<ul style="list-style-type: none"> Coordinate the development of the new program of research (<i>Development & Disability Over the Lifespan Program</i>) 	<ul style="list-style-type: none"> Collaborate Effectively Communicate with Impact Make Informed Decisions 	✓			
<ul style="list-style-type: none"> Coordinate the implementation of newly funded projects on motor and cognitive rehabilitation. 	<ul style="list-style-type: none"> Collaborate Effectively Communicate with Impact Apply Commercial Acumen 	✓			
<ul style="list-style-type: none"> Coordinate the implementation and development of planned projects on the development of motor skill and cognition. 	<ul style="list-style-type: none"> Collaborate Effectively Communicate with Impact Make Informed Decisions 	✓			
<ul style="list-style-type: none"> Manage the conduct of systematic reviews and meta-analyses 	<ul style="list-style-type: none"> Collaborate Effectively Communicate with Impact 	✓			
<ul style="list-style-type: none"> Manage liaison with our clinical and other partners and support the implementation of clinical and usability trials on our innovations in rehab. 	<ul style="list-style-type: none"> Collaborate Effectively Communicate with Impact Deliver Stakeholder Centric Service 	✓			
<ul style="list-style-type: none"> Collaborate and manage Centre-related projects and research staff as required 	<ul style="list-style-type: none"> Collaborate Effectively Communicate with Impact Apply Commercial Acumen 	✓			
<ul style="list-style-type: none"> Active participation in the communication and dissemination of research, as required 	<ul style="list-style-type: none"> Collaborate Effectively Communicate with Impact Make informed decisions 	✓			
<ul style="list-style-type: none"> Support the production of high quality scientific publications based on research findings in the above- mentioned projects. 	<ul style="list-style-type: none"> Collaborate Effectively Communicate with Impact Be Responsible and Accountable for Achieving Excellence 	✓			

<ul style="list-style-type: none"> Support the Management of the research profile in the Development and Disability program, including identifying sources of funding and the coordination of grant and fellowship applications. 	<ul style="list-style-type: none"> Collaborate Effectively Communicate with Impact Apply Commercial Acumen 	✓			
<ul style="list-style-type: none"> Coordinate management of honours or masters students who work on the aforementioned and related studies 	<ul style="list-style-type: none"> Coach and Develop Know ACU work processes and systems 	✓			

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Understand the challenges of establishing a multi-disciplinary research centre and collaborating with colleagues and stakeholders both nationally and internationally.
- Manage own and team workload by planning and prioritising work activity and use time management methods to meet deadlines and achieve agreed goals in a multi-disciplinary research environment.
- Understand the commercial challenges and opportunities of the Program and ACU, investigate and develop options that improve performance that serves the interests of stakeholders.
- Have knowledge of the various Federal and State legislations, ACU policies and procedures that relate to the conduct of research, record management and data governance.
- Know the limits of the position and know when to escalate issues for higher-level decision-making.

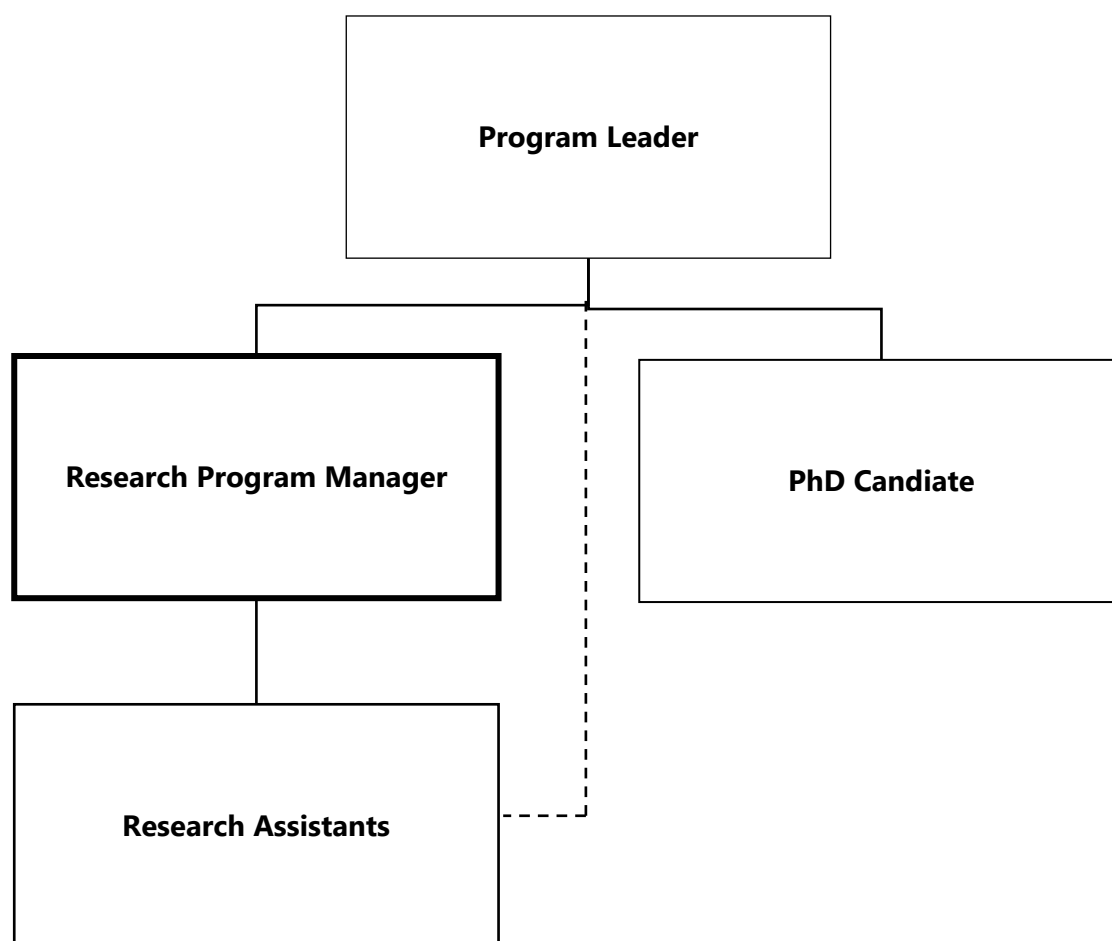
Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day operational administrative management of research programs and provides strategic support and advice to the Program Leader.
- Interpret data and consider consequences of actions before making evidence-based decisions that serve the interests of stakeholders.
- Identify ways to improve systems and support the implementation of improvement initiatives and the introduction and roll-out of new technologies.

Communication / Working Relationships

- The position holder develops and maintains communication and relationships between internal stakeholders in order to successfully manage projects and centre outputs.
- Interpret data and consider consequences of actions before making evidence-based decisions that serve the interests of ACU and stakeholders.
- The position holder develops and maintains communication and relationships between external stakeholders with the objective of building strong research partnerships.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

QUALIFICATIONS AND CAPABILITY OF THE POSITION HOLDER

This section sets out the qualifications, skills, knowledge, experience and competencies expected of the position holder, collectively referred to as 'qualifications and capability'. These are informed by the key responsibilities of the role and the Core Competencies set out in the [Capability Development Framework](#).

Opportunities to develop capability are provided through the development programs coordinated by internal providers of professional development. See the [Training and Development website](#) for more information.

In recruiting and selecting a candidate for the position, a subset of the qualifications and capability will form the Selection Criteria, **to a maximum of 10**.

Qualifications and Capability		Selection Criteria?
Qualifications, skills, knowledge and experience		
1.	PhD or near completion in a relevant area (human movement science, psychology, rehabilitation or related discipline)	Yes

Qualifications and Capability		Selection Criteria?
2.	Specialised knowledge and strong interest in research on motor and cognitive development, and/or innovations in motor-cognitive rehabilitation using new technologies	Yes
3.	Experience in managing research project teams, driving collaboration, coordination and project deliverables	Yes
4.	Strong team spirit with an outstanding ability and motivation to constructively collaborate with and support fellow team members	Yes
5.	Outstanding interpersonal and communication skills and capacity to initiate, manage and maintain partnerships and collaborations	Yes
6.	Experience in the development of high-quality grant applications	Yes
Core Competencies (as per the Capability Development Framework)		
7.	Live ACU's Mission, Vision and Values: Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.	Yes
8.	Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.	Yes
9.	Be Responsible and Accountable for Achieving Excellence: Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.	Yes
Other attributes		
10.	Evidence of ability to work with children and contribute to and protect their safety and wellbeing. The successful applicant will be required to hold a valid working with children clearance for the State or Territory in which the position is located.	Yes