



GENERAL MANAGER, MONASH BIOMEDICAL IMAGING

DEPARTMENT/UNIT	Vice-Provost, Research and Research Infrastructure
FACULTY/DIVISION	Monash Biomedical Imaging
CLASSIFICATION	HEW Level 10, Step 1
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

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.

The **Office of the Vice-Provost (Research and Research Infrastructure)** is responsible for Managing the development and implementation of infrastructure strategy, which is aligned with the University's grand challenges as well as the needs of industry. This places Monash in the best position to address the major scientific, technical and social challenges and opportunities facing Australia now and in the future.

Investing in leading-edge infrastructure and equipment to support the University's research aspirations. As part of this, the University aims to operate core research platforms, comprising cutting-edge capabilities and promoting cross discipline/organisational collaborative research. To help us achieve our vision, we are attracting funding from various sources and developing strategic partnerships with major industry partners.

Monash Technology Research Platforms is coordinated by the Office of the Vice-Provost (Research and Research Infrastructure), Monash University has established a network of core Monash Technology Research Platforms (MTRP). Each of the MTRP's comprise world leading technologies, strong management and governance to provide access to high-quality, specialist research services and expertise to the broad research community and industry.

Monash Biomedical Imaging (MBI) is the Monash University research platform of excellence for biomedical imaging. MBI hosts state of the art MRI facilities for animal and human imaging, and molecular and X-ray imaging facilities for investigating small animal models. These capabilities are supported by expert personnel and a suite of ancillary facilities, including patient support, radiobiology and (limited) short-term animal holding. MBI conducts basic and translational research of the highest quality, increases skills in biomedical imaging amongst research staff and higher degree by research students, and provides user access to internal and external researchers. These core drivers of the facility's activities aim to provide cutting edge and high quality research imaging modalities to biomedical and non-biomedical researchers.

The **Monash NIF** node has a range of advanced imaging technologies and highly specialized expertise, to develop non-invasive imaging solutions to support biomedical researchers and drive national innovation. Funded by the Commonwealth Government under the National Collaborative Research Infrastructure Strategy (NCRIS), state governments and with co-investment by the institutional partners, as a major node of NIF the Monash node's mission is to enable world-class outcomes from Australian research by providing essential infrastructure for imaging.

BrainPark, is a new cutting-edge clinical neuroscience research facility through which lifestyle and technology-based interventions for patients are tested through randomised controlled trials and 2 experimental mechanistic studies. BrainPark supports neuroscience-based studies of physical exercise, meditation, non-invasive brain stimulation, therapeutic virtual reality and cognitive training. For more information about BrainPark and its research team, please visit our website www.brainpark.com.

Central Clinical School (CCS) sits in the Faculty of Medicine, Nursing and Health Sciences and encompasses the Departments of Psychiatry, 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, 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 General Manager is a senior leadership role within Monash Biomedical Imaging (MBI) which supports and advises the Director, MBI in the management of Monash Biomedical Imaging (MBI), across all sites which include the main Clayton node (770 Blackburn Rd), BrainPark, which is jointly funded and governed by the Office of the Vice-Provost (Research and Research Infrastructure) and the School of Psychological Sciences, the Alfred Research Alliance Monash Biomedical Imaging platform (ARA MBI), jointly governed by the Central Clinical School and the Office of the Vice-Provost (Research and Research Infrastructure) and the Monash University node of the National imaging Facility (NIF) - a key node in the national NCRIS facility. The General Manager is responsible for leading and directing the administration, staffing, governance and resource and business planning functions across all of these areas. The General Manager represents Monash University in external committees and organisations.

The General Manager actively contributes to the development of MBI and its associated nodes' visions and directions and ensures effective implementation of strategic plans to deliver the highest quality imaging infrastructure and services, resulting in outstanding research performance, across multiple disciplines, Faculties and user communities. The aforementioned areas have complex governance structures, and the General Manager has oversight and managerial responsibility for all of these areas.

The General Manager is also responsible for the financial and operational management of associated imaging research, undertaken by the Director, MBI, within the School of Psychological Sciences and Central Clinical School. These include key ARC Linkage, ARC Linkage, Infrastructure, Equipment and Facilities and other Category 1 grants.

The General Manager provides strategic leadership to functional areas which encompass management of all imaging facilities, platform operations and quality management, management of budget and resources (including contract negotiation and management), service provision to internal and external clients and includes oversight and leadership of MBI's Occupational Health and Safety, laser, PC2, radiation and non-human primate imaging and holding facilities, in a high-risk facility.

The incumbent works directly with the Director, MBI, the Director, BrainPark and the Head of the Central Clinical School, and deputises for the Director, MBI.

Reporting Line: The position reports to the Director, MBI with a considerable degree of autonomy

Supervisory Responsibilities: This position provides direct supervision to 8.9 staff and oversees a team of approximately 30 staff

Financial Delegation: The position is responsible for managing an annual operating budget of \$6million and has an authorised financial delegation of \$20,000.

Budgetary Responsibilities: The position is also responsible for the management of research projects, with funding held in the School of Psychological Sciences, with an additional budget of approx. \$2 million per annum. The General Manager oversees the \$500k per annum operating budget for the ARA MBI facility. The General Manager has oversight of in excess of \$30 million of imaging and associated infrastructure.

KEY RESPONSIBILITIES

1. Take accountability for strategic and operational planning and achievement of business unit goals as a senior member of the management teams within the Office of the Vice-Provost (Research and Research Infrastructure), School of Psychological Sciences and Central Clinical School, and lead key projects in each of these areas
2. Lead, manage and be accountable for the operating performance, infrastructure and financial management of MBI (Clayton), ARA MBI and BrainPark facilities capabilities, including resource management and provision of commercial, financial and governance advice in accordance with strategic priorities, plans, contractual obligations and relevant legislation
3. Prepare and provide timely, accurate and high quality specialised reports, correspondence, recommendations and advice for senior management on highly complex issues with a University wide impact particularly in the area of contribution to facility programs and operations
4. Lead and develop several highly-trained, motivated and efficient teams, operating within the Office of the Vice-Provost (Research and Research Infrastructure), School of Psychological Sciences and Central Clinical school with a focus on operational and service excellence
5. Initiate, lead and develop a range of high-level relationships, collaborations and networks with an extensive network of colleagues and stakeholders, relevant business units, industry, government and the broader community
6. Lead and direct a work environment of continuous review and improvement of business practices, operational processes and service provision, for clients based within all Faculties of the University, other Universities and medical research institutes and industry
7. Play a key role in the development, implementation and improvement of policies, procedures, practices, service level agreements and systems (ISO9001) for MBI and the Monash NIF Node, ensuring alignment with NIF and the University's OHS, legislative, organisational and operational-efficiency needs
8. Exercise strong financial management and be accountable for delivering within budget targets for the grants, programs and facility operations
9. Initiate, lead and direct strategic projects, policy development and review, marketing, business development, engagement and outreach programs to benefit and enhance the objectives of MBI, ARA MBI and BrainPark
10. Lead, manage and be accountable for risk, compliance, OHS and quality assurance for the operations managed, including contract management, monitoring and reporting in accordance with operating standards and guidelines and legislative requirements
11. Deputise for the Director, Monash Biomedical Imaging as required

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A relevant post-doctoral qualification in a relevant scientific discipline and extensive experience at executive management level with a complex management environment; or
 - an equivalent combination of relevant experience and education/training

Knowledge and Skills

2. Extensive operational management experience and leadership skills with proven ability to implement and develop strategic and business planning that aligns with objectives across several areas with diverse strategies and goals
3. Exceptional consulting skills with an ability to manage, engage, influence and provide authoritative and expert advice with a diverse range of stakeholders at a senior level on complex and sensitive issues
4. Outstanding planning and organisational skills, with experience in establishing priorities, allocating resources and meeting deadlines while working under pressure as a leader of a large and complex group of facilities
5. Demonstrated managerial excellence and success in a matrix, or large and complex management structure
6. Demonstrated high level of judgement, coupled with the ability to produce compelling communication, strategies, reports, presentations and communicate complex information in a clear, succinct manner
7. Extensive staff management experience with the ability to motivate and develop high-performance, interdisciplinary teams
8. Exceptional analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
9. Expert knowledge and appreciation of the academic research environment within a university organisation and operations including policy, systems and procedures
10. Demonstrated ability to be independent, flexible and versatile, to manage competing priorities and deliver high quality work within tight timeframes
11. Strong financial management experience including managing reports and preparation of reports

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.