

RESEARCH DEVELOPMENT MANAGER

DEPARTMENT/UNIT	School of Biomedical Sciences
FACULTY/DIVISION	Faculty of Medicine, Nursing and Health Sciences
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	Clayton campus

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 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 – [#ChangeIt](#) 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.

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

The **Monash Biomedicine Discovery Institute (BDI)** is one of the largest and most dynamic biomedical research and teaching environments in Australia. The Institute and its cognate Departments of Anatomy and Developmental Biology, Biochemistry and Molecular Biology, Microbiology, Pharmacology and Physiology comprise over 120 research groups and deliver discipline-focused teaching into our flagship Bachelor of Biomedical Science Degree, the Bachelor of Science Degree, as well as the Medical School and various Health-related Degree Programs. We pride ourselves on an excellent and evolving teaching curriculum and provide world-class teaching and learning space for Biomedical Sciences.

The BDI comprises seven inter-disciplinary health-focused research Programs, each led by a renowned leader in the field. The BDI programs include Infection, Immunity, Cancer, Cardiovascular Disease, Development and Stem Cells, Metabolism, Diabetes and Obesity, and Neuroscience. The BDI works closely with clinical and drug development precincts at Monash and has a number of major industry partnerships to facilitate the translation of our research; and is closely aligned with the Victorian Heart Hospital (VHH), which is on the Clayton Campus.

For more information about the BDI please visit our website at www.monash.edu.au/discovery-institute.

POSITION PURPOSE

The Research Development Manager utilises senior-level, specialist knowledge to oversee and deliver high-quality research services to facilitate the growth of BDI's research performance and foster a culture of research excellence.

The Research Development Manager is a critical liaison point between the BDI, the University, and various internal and external client groups. The BDI attracts more than \$70 million per year in research income across its 120 research groups, and the Research Development Manager works closely with internal partners such as the Heads of BDI's Programs to facilitate research support activities and alignment with the BDI's, the Faculty's and the University's research strategy.

The Research Development Manager performs and oversees a range of significant and complex research management activities that play a critical role in supporting the achievement of BDI's outcomes. This includes managing, overseeing and undertaking tailored and comprehensive grant review programs to ensure procurement of competitive research funding, with a particular emphasis on major schemes, including all NHMRC and ARC grant schemes, Medical Research Future Fund schemes and others across HERDC Categories 1-4. This includes providing one-on-one and group support to researchers for specialist grant schemes, reviewing applications to improve grant quality, and maintaining subject matter expertise in research management systems utilised by the University and by funding bodies.

Reporting Line: The position reports to the BDI Senior Research Manager.

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Contribute to strategic and operational planning and the achievement of the Institute's and the University's research goals
2. Manage and coordinate the operation of a complex program of research management services, systems or processes in accordance with best practice and University policies, procedures and strategic priorities
3. Manage and coordinate a work environment of continuous review and improvement of business practices, operational processes and service provision, with a focus on delivering operational excellence
4. Act as a subject-matter-expert to academics, senior management and other University staff in relation to the preparation of competitive funding applications, including pertinent developments and priorities in the research sector and research policy
5. Maintain an up-to-date specialist or technical knowledge of new and innovative methodologies, data management and analysis capabilities and protocols in the field of research management, including provision of expert advice
6. Manage a research support program which may include providing expert advice on, developing and contributing to; strategic documents and briefing papers, grant applications, reports, industry reviews, data analysis and other required documentation
7. Represent the Institute 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
8. Develop, pursue and maintain strong partnerships, collaborations and networks with academic and other staff, relevant research bodies, service providers and functional areas
9. Other duties as directed from time to time

KEY SELECTION CRITERIA

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. Broad knowledge of the research environment in Australia, including understanding of the assessment of research quality, presentation and methodology, and national and international funding opportunities available to Australian researchers
3. Excellent technical and general writing and editing skills with experience in drafting and editing reports and proposals and a well-developed understanding of effective structure and style to ensure high-quality, competitive funding applications
4. Excellent operational management skills with proven ability to provide authoritative specialist and technical advice
5. Demonstrated ability to work independently and as part of a multidisciplinary team to develop new initiatives and deliver them to the research community
6. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines in a complex research environment

7. Highly developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
8. Highly developed interpersonal and communication skills with the ability to negotiate, influence and build consensus at senior levels
9. Advanced computer literacy, particularly with current business management software packages and their various applications

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.