

# CENTRE MANAGER (ARC INDUSTRY TRANSFORMATION TRAINING CENTRE)

DEPARTMENT/UNIT	Department of Materials Science and Engineering
FACULTY/DIVISION	Faculty of Engineering
CLASSIFICATION	HEW Level 8
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.

Together with our [commitment to academic freedom](#), you will have access to quality research facilities, infrastructure, world class teaching spaces, and international collaboration opportunities.

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 Engineering is one of the largest in Australia, renowned worldwide for the quality and calibre of our teaching, research and graduates. We offer a comprehensive range of undergraduate, graduate, postgraduate and higher degree by research programs in a wide range of engineering disciplines. Our research activities provide a platform for establishing a thriving educational enterprise and our staff are committed to creating a dynamic learning

environment. The research activities range from fundamental studies to research with a strong applications orientation. To learn more about the Faculty of Engineering, [please visit our website](#).

The Department of Materials Science Engineering aims to provide the highest quality teaching and research. We have been one of the most research-active departments within Monash, and have been very successful in obtaining significant funding. Our key research focus involves biomaterials, physical metallurgy, metal-working, polymer engineering, ceramics, corrosion and mechanical properties. From a teaching perspective, the enabling aspects of materials engineering, combined with the multidisciplinary nature of skills learned, means our graduates are in high-demand across industry as well as in research. To learn more about our Department and the work we do, [please visit our website](#).

The ARC Industry Transformation Training Centre for Cell and Tissue Engineering Technologies (ITTC) was funded in 2019 and is a \$18 million, five-year, multi-institutional, multi-faculty and multi-disciplinary enterprise in collaboration with the Queensland University of Technology. We seek to inspire the next generation of cell and tissue engineering technology research leaders by providing direct experience with industry partners, as well as training and master classes in the translation of these technologies from industry experts. The projects within the Centre are expected to accelerate research translation in collaboration with industry partners in a range of research themes: engineering process efficiencies, advanced materials and manufacturing, tissue engineering technologies and value chain and commercialisation. The expected outcomes of this Centre are to equip the trainees with the skills to make key contributions to the competitiveness and growth of the sector and to enhance collaboration between Universities and industry to provide significant capacity to strengthen and grow this section in Australia.

## POSITION PURPOSE

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The Centre Manager is based in the Department of Materials Science and Engineering, Faculty of Engineering at the Clayton campus and is responsible for managing the operational, logistic and financial activities of the ITTC. The position will be a member of the ITTC Executive, with accountability for the day to day running of the Centre and supporting the Centre's strategic planning and delivery.

The Centre Manager will develop relationships and build new networks with major national and international centres and research programs, and coordinate interaction between the University and industry collaborators. The Centre Manager will perform a wide and complex range of research management activities leading to the achievement of research objectives and is accountable for establishing effective measurement and reporting mechanisms compliant with the Australian Research Council (ARC) funding rules.

In addition, the Centre Manager will oversee the delivery of the postgraduate training program that was developed through the ITTC, liaising with industry and university representatives to ensure timely delivery of the appropriate training courses.

**Reporting Line:** The position reports to the Centre Director under broad direction, working with a degree of autonomy

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. In consultation with the Director, manage, review, monitor and drive the Centre's operational, strategic and business plans, including budget and resource allocation, to drive performance and the achievement of key strategic goals and objectives

2. Provide advice to the Centre Executive and senior management group on all operational and strategic initiatives, ensuring a consistent flow of information and proactively highlighting and resolving potential issues and risks
3. Build effective relationships with Centre partners, industry collaborators and other internal and external stakeholders, including identifying and developing relevant research and training initiatives and negotiating agreements for major research collaborations and joint ventures with external bodies
4. Foster collaborative approaches to achieve key Centre goals by coordinating and representing the Centre on committees and meetings, including Governance and Advisory Boards and internal management committees
5. Develop, collate and consolidate data for ongoing review of key metrics and prepare reports, submissions or briefing notes for internal and external bodies including the funding agency, Governance and Advisory Boards and internal management committees, and ensure that research, training and reporting requirements are met
6. Manage the student and postdoctoral placements (including monitoring of their progress), internships and professional experiences and communicate to University nodes, partner organisation and stakeholders about student and postdoctoral progress
7. In collaboration with the central Strategic Marketing and Communications team, implement a coherent communications strategy across the Centre, and coordinate annual symposia, training workshops, meetings and conferences, enhancing promotional strategies and developing and maintaining a visual identity for the Centre's activities, its annual report and communications
8. Drive compliance with regulatory requirements, the ARC requirements and University policy, procedure and protocols relevant to the research and training being conducted, including reviewing and developing processes to best facilitate quality research outcomes
9. Other duties as directed from time to time

## **KEY SELECTION CRITERIA**

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### **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. Extensive experience in the management of multidisciplinary research programs within an academic research environment
3. Strong planning and organisational skills, with the proven ability to prioritise multiple tasks and set and meet deadlines by using initiative and resolving issues that are often complex or require innovative solutions
4. Highly developed interpersonal and communication skills with the ability to negotiate, influence and build consensus at senior levels and provide authoritative technical and policy advice
5. Proven high-level conceptual, analytical and problem-solving skills and experience in managing research programs in collaboration with teams of academics to produce significant research outcomes
6. Experience in the implementation of postgraduate training courses within the University sector

7. Demonstrated high level written and oral communication skills in dealing with a broad range of individuals, groups and organisations, including capacity to communicate ideas or concepts that are often complex and/or controversial with individuals at all levels in the organisation and an ability to effectively analyse information and produce clear, succinct reports and documents
8. Significant budget management skills and experience, with the ability to develop operational and strategic financial reporting processes utilising financial management systems

## **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
- Interstate travel to other Centre nodes may be required

## **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.