



SENIOR RESEARCH MANAGER

DEPARTMENT/UNIT	School of Public Health and Preventive Medicine
FACULTY/DIVISION	Faculty of Medicine, Nursing & Health Sciences
CLASSIFICATION	HEW Level 9
DESIGNATED CAMPUS OR LOCATION	553 St Kilda Road, Melbourne

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 **Faculty of Medicine, Nursing and Health Sciences**, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank 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. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We've made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We're recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the Faculty, please visit www.monash.edu/medicine.

Monash School of Public Health and Preventive Medicine is a teaching and research unit of the Faculty of Medicine, Nursing and Health Sciences and is centered at the Alfred Hospital Campus. It plays a prominent role in public health medicine and works closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. It plays a prominent role in public health medicine in Australia and has a strong record for training individuals with the capacity and skills to assume leadership roles in Australia in this field. We work closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. Our skills provide a key resource underpinning translational research within our Faculty.

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 School of Public Health and Preventive Medicine (SPHPM). 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; 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 School of Public Health and Preventive Medicine'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 School of Public Health and Preventive Medicine'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, SPHPM

Supervisory Responsibilities: Supervise the Graduate Research Coordinator

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 Deputy Heads of School 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:
 - 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. Excellent management skills with proven ability to provide authoritative specialist and technical advice
3. Highly-developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines in a complex research environment
4. Excellent project and budget management skills, with a proven record of successfully managing all aspects of large-scale research projects through to completion
5. Significant staff management experience with the ability to motivate and develop a high-performance team committed to excellent customer service
6. Highly developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
7. Superior interpersonal and communication skills with the ability to build successful relationships, influence, negotiate and achieve consensus at senior levels
8. Demonstrated ability to undertake research, analyse data and identify trends and opportunities
9. 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
- This position will require a successful National Police Record check

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.