SENIOR RESEARCH MANAGER

DEPARTMENT/UNIT	Centre for Drug Candidate Optimisation (CDCO), Monash Institute of Pharmaceutical Sciences
FACULTY/DIVISION	Pharmacy and Pharmaceutical Sciences
CLASSIFICATION	HEW Level 9
WORK LOCATION	Parkville 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 **Faculty of Pharmacy and Pharmaceutical Sciences** is dynamic, innovative and ambitious, engaging in world class research and being a leading education provider for over 130 years. Our key research initiative is the **Monash Institute of Pharmaceutical Sciences** in which we engage some of the best equipped and most experienced pharmaceutical scientists in Australia. From a teaching perspective, our education curriculum comprised of undergraduate, postgraduate and higher degree by research programs is purpose designed for the study of pharmacy and pharmaceutical science and taught by discipline experts. Our premises are located in 'the Parkville Strip', Australia's premier health and biomedical precinct, and offer world class teaching facilities and research laboratories to our students and staff. To learn more about the Faculty, please visit our website: www.monash.edu/pharm/.

The **Centre for Drug Candidate Optimisation (CDCO)** is a collaborative research centre based within the Monash Institute of Pharmaceutical Sciences with expertise in biopharmaceutical lead drug candidate optimisation to support drug discovery. We provide expertise and infrastructure in physicochemical property evaluation, drug metabolism and pharmacokinetics to multidisciplinary drug discovery teams for improved compound design, selection and progression. Established in 2003, we have collaborated with numerous drug discovery groups that have progressed more than 30 novel drug candidates into clinical development across disease indications including cancer, CNS disorders, cardiovascular disease and infectious diseases. To learn more about the CDCO, please visit our website: https://platforms.monash.edu/cdco/.

POSITION PURPOSE

The Senior Research Manager supports the CDCO Director in the delivery of the faculty and centre strategy and operations and manages the drug metabolism research area within the CDCO. This includes managing a range of strategic and operational activities including planning, functional service delivery, project management, reporting, performance measurement, resources management, and budget management in the drug metabolism area. Additional specific responsibilities include managing and overseeing the daily activities of the

drug metabolism team, undertaking experiments to assess drug metabolism kinetics and mechanisms, metabolite identification including the identification of reactive metabolites, and elucidation of metabolic pathways utilising LC-MS/MS methodology. The position provides leadership to the drug metabolism team in the delivery of high-level, professional services and effective achievement of faculty and centre priorities and provides expert advice at both strategic and operational levels.

Reporting Line: Position reports to CDCO Director under broad direction, working with a degree of autonomy

Supervisory Responsibilities: This position provides direct supervision and team management to 3-4 staff

Financial Delegation: Yes, in accordance with the University delegations schedule

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Contribute to strategic planning and the achievement of the CDCO and faculty goals as a member of the management team
2. Lead and manage the complex drug metabolism and metabolite identification activities within the CDCO, including strategic/operational planning and management of significant operations, infrastructure, budget, resources and regulatory compliance
3. Maintain extensive up to date knowledge of new and innovative research methodology, equipment, technology, data management and analysis capability and protocols in the field of drug metabolism and metabolite identification, including provision of expert advice to team members, other CDCO employees and external collaborators
4. Apply specialist technical drug metabolism expertise in a range of ways including developing significant new methodologies and standard operating procedures, contributing to papers for publication, reviewing/approving all experimental and reporting outputs arising from the metabolism team's activities, delivering instruction, and training as required
5. Lead, manage and develop a highly-trained, motivated and efficient team with a strong stakeholder focus, including applying experimental techniques and analysing and presenting experimental data by drawing on specialist expertise and applying it in challenging and innovative ways
6. Lead and manage a work environment of continuous review and improvement of scientific practices, operational processes and service provision
7. Direct and conceptualise programs of research and analysis in areas of functional specialisation, including making recommendations and coordinating regular high level scientific reporting
8. Exercise strong management and maintenance of assets valued at approximately $1 million
9. Lead and manage significant strategic projects, large scale review and development of scientific procedures, and complex compliance and quality assurance processes consistent with a Quality Management System
10. Manage and oversee risk, compliance and quality assurance processes for the functions managed, including regular monitoring and reporting in accordance with University and legislative requirements
11. Develop and maintain strong partnerships with other relevant faculties and external stakeholders, functional areas and key staff, including provision of expert advice

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
    - Postgraduate qualifications and extensive, relevant experience including extensive leadership and management experience and proven management expertise; or

- an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated extensive knowledge and practical experience in applying the principles of drug metabolism and metabolite identification using LC-MS/MS including biological sample preparation procedures, assay validation, data analysis and reporting. (This includes, but is not limited to, the assessment of metabolic reaction rates using in vitro systems, determination of reaction kinetics, the identification of metabolites from in vitro and in vivo samples, the assessment of reactive metabolites, the elucidation of metabolic pathways and metabolic reaction phenotyping)
3. Extensive technical knowledge and practical experience in maintaining LC/MS instruments and in troubleshooting and solving technical problems
4. Highly developed scientific, analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
5. Excellent management and stakeholder service skills with proven ability to strategically manage and provide authoritative technical advice at a high level
6. Outstanding planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
7. Demonstrated leadership and management experience
8. Significant staff management experience with the ability to motivate and develop a high-performance team committed to excellent stakeholder service
9. Superior interpersonal and communication skills with the ability to build successful relationships, influence, negotiate and achieve consensus at senior levels
10. Excellent technical and general writing skills with experience in writing research reports for distribution to internal and external stakeholders and in writing manuscripts for publication

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

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.