

POSITION DESCRIPTION

Position Title	Research Manager (Neuropsychology)		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	Mary MacKillop Institute for Health Research - Behaviour, Environment and Cognition Program		
Nominated Supervisor	Program Leader, Behaviour, Environment and Cognition Program		
Higher Education Worker (HEW) Level	HEW 8	Campus/Location	St Patrick's 215 Spring Street, Melbourne
CDF Achievement Level	2 Management (Line)	Position Number	#to be assigned by HR
Employment Type	Full-time/Fixed term	Date reviewed	December 2019

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support this complex and national University consists of:

- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer & Deputy Vice-Chancellor (Administration)
- Deputy Vice-Chancellor (Research)
- Deputy Vice-Chancellor (Education and Innovation)
- Deputy Vice-Chancellor (Coordination)
- Vice President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

ABOUT THE MARY MACKILLOP INSTITUTE FOR HEALTH RESEARCH

The Mary MacKillop Institute for Health Research (MMIHR) is focused on finding and advocating for effective strategies to create healthier societies. Our research aims to address critical public health issues by identifying and responding with innovative programs that deliver better health outcomes and transform lives.

ACU provides The MacKillop with world-class research infrastructure that facilitates large-scale research studies. The research environment is outstanding in terms of resources (world-class research facilities, infrastructure support, research support staff with experience in collecting data for large-scale projects, and secondary databases), intellectual capital (critical mass of world-class researchers, postdoctoral researchers, international visiting scholars and collaborators, and external linkages), and research mentoring and PhD supervision. www.mmihir.acu.edu.au.

POSITION PURPOSE

Provide managerial oversight of the research and related administrative activities of the Behaviour, Environment and Cognition Research Program (BECRP), with a specific focus on neuropsychological aspects of the Program. The position will take a lead role in identifying, developing and translating new partnership opportunities into a range of evidence-based programs of research with a focus on cognitive health, and be responsible for overseeing and contributing to the production and dissemination of high quality research outputs in this area.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (<u>Capability Development Framework</u>)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
		✓	✓	✓	✓
<ul style="list-style-type: none"> Overall responsibility for administration of the neuropsychological component of the BECRP, including developing, monitoring and forecasting of research plans and neuropsychological assessment protocols in line with ACU, external funding body and stakeholder regulations and requirements. 	<ul style="list-style-type: none"> Be responsible for achieving excellence. Make informed decisions. Collaborate effectively 	✓			
<ul style="list-style-type: none"> Identify and develop neuropsychology-related funding proposals with academic staff, including costings and resource allocation, in line with ACU policies and procedures and MMIHR's strategic objectives and values. 	<ul style="list-style-type: none"> Apply commercial acumen. Collaborate effectively. Make informed decisions. 	✓			
<ul style="list-style-type: none"> Manage end to end neuropsychology-related research deliverables to ensure post-award milestones and outcomes are produced in accordance with funding agreements . 	<ul style="list-style-type: none"> Be responsible for achieving excellence. Deliver stakeholder-centric services 	✓			
<ul style="list-style-type: none"> Project manage research projects including participation in/leading team meetings, developing research protocols and data collection manuals, coordinating research assistants' workloads, maintaining project timelines, budgets and directing communications, including with external stakeholders . 	<ul style="list-style-type: none"> Be responsible for achieving excellence. Know ACU systems and processes. Communicate with impact. Collaborate effectively. 	✓			

<ul style="list-style-type: none"> Contribute to the collection, collation, analysis and reporting of data related to BECRP. Responsible for ensuring the highest standards in relation to the conduct of data collection and subsequent storage of personal details and other participant information. 	<ul style="list-style-type: none"> Be responsible for achieving excellence. Make informed decisions. 	✓			
<ul style="list-style-type: none"> Contribute to the creation and submission of high-quality neuropsychology-related research publications and grant applications and to the dissemination of research program outcomes in other suitable forums such as seminars, conferences and exhibitions by providing relevant expert advice about theory, measurement and practice in the field of neuropsychology. 	<ul style="list-style-type: none"> Be responsible for achieving excellence. Make informed decisions. 	✓			
<ul style="list-style-type: none"> Undertake the management and training of research assistant staff, interns and volunteers for the BECRP, in line with ACU policies and procedures. These include one-to-one training of research staff, identification of relevant training opportunities and development and delivery of workshops related to cognitive assessments, effective communication with participants and eligibility assessments. 	<ul style="list-style-type: none"> Coach and develop. Collaborate effectively. 	✓			
<ul style="list-style-type: none"> Other duties, commensurate with the level of this position, as requested by the BECRP Leader. 	<ul style="list-style-type: none"> Be responsible for achieving excellence. 	✓			

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Identify key relevant funding opportunities for the growth of the program
- Ensuring the development of research activities in a timely way that aligns, intersects and complements the strategic objectives of the research program and ACU more broadly
- Establish and maintain clear lines of communication with all program stakeholders
- Manage day to day matters in a timely manner and prioritizing as appropriate
- Support the production of high quality research outputs from the program, including delivery of presentations within highly regarded external forums

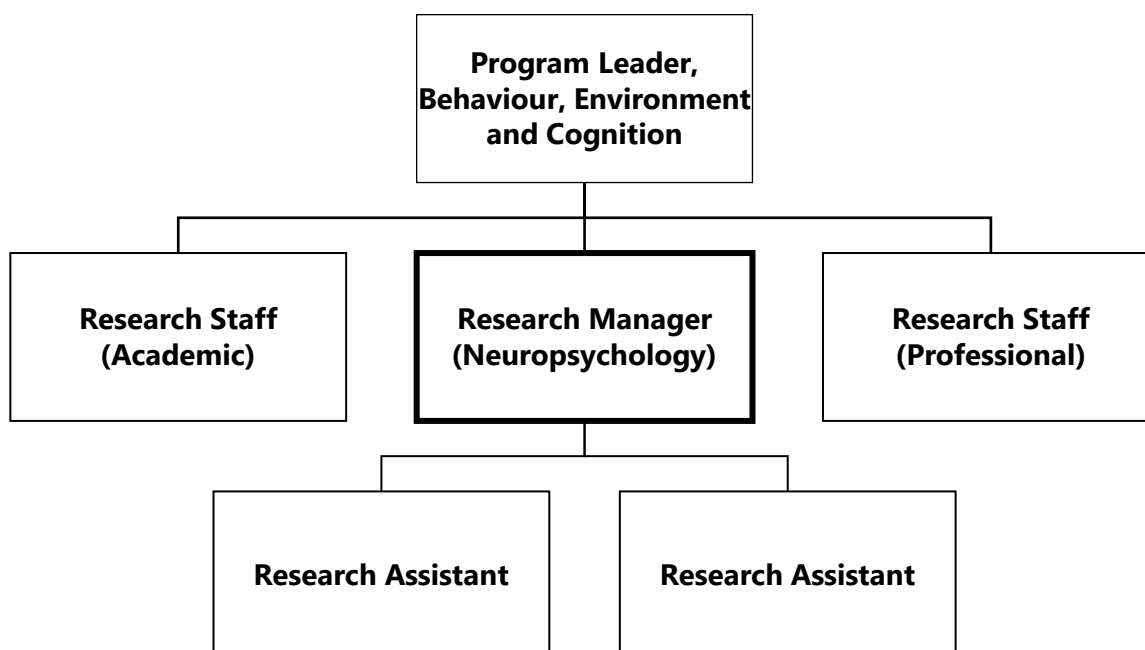
Decision Making / Authority to Act

- Utilise a specific body of knowledge to develop new and innovative approaches to work assignments, with broad direction of the Program Leader and Program Manager
- Respond to issues of a complex nature and work collaboratively with/make recommendations to senior program stakeholders to identify suitable and effective courses of action to mitigate risk and produce the best outcomes for the program
- Leverage the strong research content with university policies and procedures, to ensure the effect planning and delivery of research activities to a high standard and with an emphasis on high level stakeholder management and quality research outputs.

Communication / Working Relationships

- Collaborate and communicate with Academic and Professional Research Staff and the Program Leader, coordinating an agreed range of research activities relating to the Program.
- Liaises with internal and external stakeholders including to arrange meetings and to give and receive information for the Program Leader.
- Communicate with professionals from other Universities and relevant external organisations to coordinate joint initiatives.
- Ensure research assistants, interns and volunteers are effectively trained and supervised to establish an operationally strong research-oriented team environment

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

QUALIFICATIONS AND CAPABILITY OF THE POSITION HOLDER

This section sets out the qualifications, skills, knowledge, experience and competencies expected of the position holder, collectively referred to as ‘qualifications and capability’. These are informed by the key responsibilities of the role and the Core Competencies set out in the [Capability Development Framework](#).

Opportunities to develop capability are provided through the development programs coordinated by internal providers of professional development. See the [Training and Development website](#) for more information.

SELECTION CRITERIA

Qualifications and Capability	
Qualifications, skills, knowledge and experience	
1.	Tertiary qualification (Masters or PhD) in neuropsychology or equivalent and extensive experience in observational, experimental or clinical research in neuropsychology or cognitive sciences.
2.	Demonstrated experience managing a range of research administrative processes, including human research ethics compliance, occupational health and safety compliance, evaluating participant eligibility, and maintaining quality control across a range of research activities and programs simultaneously.
3.	Demonstrated skills in the coordination of data collection, data analysis using a range of databases, and high-level record keeping and data management skills.
4.	High level writing skills, including stakeholder communications, presentations, and the ability to produce high quality papers and reports within required parameters.
5.	Demonstrated ability in relation to research project development, monitoring and reporting.

Qualifications and Capability	
Core Competencies (as per the Capability Development Framework)	
6.	Live ACU's Mission, Vision and Values: Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
7.	Deliver Stakeholder Centric Service: Keep stakeholder interests at the core of ACU business decisions and ACU service excellence as a top priority. See the ACU Service Delivery Model .
8.	Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.
9.	Communicate with Impact: Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.
10.	Coach and Develop: Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.
Other attributes	
11.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.