

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input checked="" type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described			
POSITION DETAILS:		Position Title:	SENIOR MANAGER OF RESEARCH DEVELOPMENT		
Division:	Research Services and Innovation	Department:	RESEARCH DEVELOPMENT		
Position reports to: (role)	Director of Research Services and Innovation				
Location: <i>include all possible locations</i>	100 Roberts Road Subiaco				
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why					
<p>To lead and manage the Research Development team to plan, coordinate and evaluate the Institute’s research funding, while increasing the number of large and/or strategic research projects and programs that are funded from grants, contracts and partnerships. Support the development of beneficial strategic partnerships with external stakeholders that enable the Institute’s research and which facilitate income growth and diversification (including commercialisation opportunities). Build the capacity of researchers within each Research Focus Area to improve the range, quality and success of funding applications to support high quality research which improves the health and wellbeing of children.</p>					
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>					
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured	

<p>Research Development and Translation</p>	<p>40%</p>	<ul style="list-style-type: none"> ● Lead the Research Development team to proactively and effectively work with researchers and professional staff to identify and develop new ideas into funded and implemented project and program proposals. ● Maximise funding opportunities for the Institute and ensure best practice in research development, community engagement and knowledge translation. ● Horizon scanning across the research landscape (including national and international research, corporate and philanthropic sources) to identify and pursue funding opportunities aligned with the Institute’s research strategy. Ensure high levels of awareness within the Institute of funding opportunities and support/assist researchers in developing high quality and competitive proposals to secure these funding opportunities. ● Identify and champion strategic grant initiatives across the Institute. Effectively administer and promote internal grants programs across the Institute and communicate outcomes. ● Develop formal systems/processes for understanding and responding to the funding and business opportunities across the Institute. ● Understand the needs of external stakeholders and research users and use this information to inform development of new research activities. ● Establish, maintain and facilitate communication between researchers inside and outside the Institute, and other stakeholders, to ensure that Institute research initiatives maximise the benefits of collaboration and consultation. ● Develop, foster and maintain strong collaborative working relationships with key stakeholders including contacts in universities, professional associations, primary care, government, non-government organisations and other health-oriented organisations. 	<ul style="list-style-type: none"> ● Improved range, quality and success rate of research funding applications. ● Identified, worked up and funded project and program proposals, across all Research Focus Areas, with funding from a range of sources. ● Increased number and value of significant national and international grants and contracts are secured. ● Ensure researchers understand the benefits of strategic and collaborative approaches to research development, and of incorporating community involvement and translational planning from the start. ● Establish and maintain positive relationships with key stakeholders. 	<ul style="list-style-type: none"> ● Performance metrics relating to research applications submitted and research funding secured. ● Feedback from researchers & staff. ● Feedback from external stakeholders. ● Decrease in researcher time spent on working up research proposals.
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<p>Strategic Funding & Additional Revenue Streams</p>	<p>30%</p>	<ul style="list-style-type: none"> • Foster and develop non-grant strategic funding opportunities. • Work with the Director of Research Services and Director of Corporate Services to identify, evaluate and foster additional revenue streams including: <ul style="list-style-type: none"> a) Research platforms b) Clinical services c) Contract research, research evaluation and consulting d) RIF licensing e) Other commercial opportunities which are aligned with the core business of the Institute • Support negotiating research contracts and tender responses. • Support strategic project initiatives and responses to external calls for white paper submissions. • In collaboration with Research Partnerships & Innovation Manager: <ul style="list-style-type: none"> a) develop a service for researchers to develop ideas into commercial opportunities; b) support BD & commercialization strategy with government & industry partners; c) Support commercialisation of Intellectual Property • Support the development of high quality business cases for new Institute programs and proposals. • Work with the Director of Corporate Services to support effective management of University Affiliation Agreements and infrastructure income modelling. 	<ul style="list-style-type: none"> • Increased success rate of new Institute ventures which are aligned with the Institute's core business and which are financially sustainable on own source revenue. • Support researchers to work up base ideas into proposals or opportunities. • Increase in non-grant strategic funding. • Cost recovery for Institute Research Platforms and Professional Services by internal users. Commercial returns from external users. • Additional revenue sources which deliver a net profit to the Institute and which are aligned with the Institute's core business. 	<ul style="list-style-type: none"> • Revenue growth and diversification metrics. • Financial metrics on research income, cost recovery and commercial income. • Number of new Institute ventures which are successfully developed and implemented. • Feedback from researchers and internal stakeholders.
<p>Finance & Budgeting</p>	<p>5%</p>	<ul style="list-style-type: none"> • Prepare annual budget for approval. • Effectively manage departmental finances in line with approved budget. • Improve standard operating procedures with Finance including improved research development integration and reporting with the Institute's finance system. 	<ul style="list-style-type: none"> • Budget submission within timeframe. • Budget met and variances reported. • Integration between the Institute's Research Management System and Finance System. 	<ul style="list-style-type: none"> • Annual budget approval. • Surplus / (Deficit) vs Budget. • Accurate & timely reporting. • Additional Finance system processes and reports.

People Management and Development	10%	<ul style="list-style-type: none"> • Lead and manage Research Development staff. • Develop, mentor and coach staff to improve their performance. • Provide clear communication and ensure the Research Development team is kept informed of team, department, and institute level information. • Allocate tasks across the group based on need, skills and capacity. • Ensure team members are positively engaged with the Institute. • Cooperate with others to meet Institute goals, address conflict in a positive manner and provide honest feedback in a positive manner. • Contribute and support in cross Institute meetings as required. • Participate in the Institute’s Performance Management Review Process (GPS). 	<ul style="list-style-type: none"> • Effective development, retention and performance management of staff. • Foster a healthy and productive team environment. • Work effectively in a team environment. • Active involvement and contribution to cross-Institute teams and projects. 	<ul style="list-style-type: none"> • 360 degree feedback from direct reports and peers. • GPS outcomes from Research Development team. • % of objectives met by team members (Quality of output).
Institute Engagement	5%	<ul style="list-style-type: none"> • Contribute as a member of the Institute Management Team. • Support for Institute research initiatives. • Lead grant awards communication and liaison with Institute committees including ILT & IMT. • Participate in appropriate Institute forums and committees including Research Excellence Council and Scientific Advisory Committee. • Prepare board papers as required. • Participate in appropriate external committees representing the Institute. 	<ul style="list-style-type: none"> • As appropriate. 	<ul style="list-style-type: none"> • As appropriate.
Other Duties	5%	<ul style="list-style-type: none"> • Other duties as requested by the Director of Research Services & Innovation consistent with skills, time and capacity. 	<ul style="list-style-type: none"> • As appropriate. 	<ul style="list-style-type: none"> • As appropriate.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

- A higher degree in a relevant discipline (e.g. health, social sciences, business/management or health administration)

Skills, Knowledge & Experience:

- Excellent strategic understanding and extensive experience of the Australian health and health research sectors and funding opportunities.
- Demonstrated ability to think strategically; be able to identify future needs of the internal and external stakeholders and develop appropriate organizational responses
- Demonstrated high level of achievement at a senior level, particularly in the development, implementation and management of innovative business solutions to support research funding and delivery of organisational outcomes.
- Demonstrated understanding of the needs of a broad range of funding bodies and partners, including philanthropic and corporate sectors as well as more traditional research funders.
- Strong negotiation skills with internal and external constituents.
- Strong leader with significant people management experience and ability to lead change initiatives.
- Demonstrated high level and practical business and commercial acumen.
- Demonstrated experience with managing departmental finances.
- Demonstrated interpersonal & communication skills: specifically, must be able to communicate complex issues clearly in oral and written form, with scientifically, clinically, commercially and politically minded.
- Demonstrable ability to develop business cases and models for new business initiatives.

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Skills, Knowledge & Experience:

- Experience in management and commercialization of intellectual property.
- Understanding of knowledge translation and consumer/community involvement in research.
- Demonstrable passion and vision for pediatric health/wellbeing research.

SCOPE:

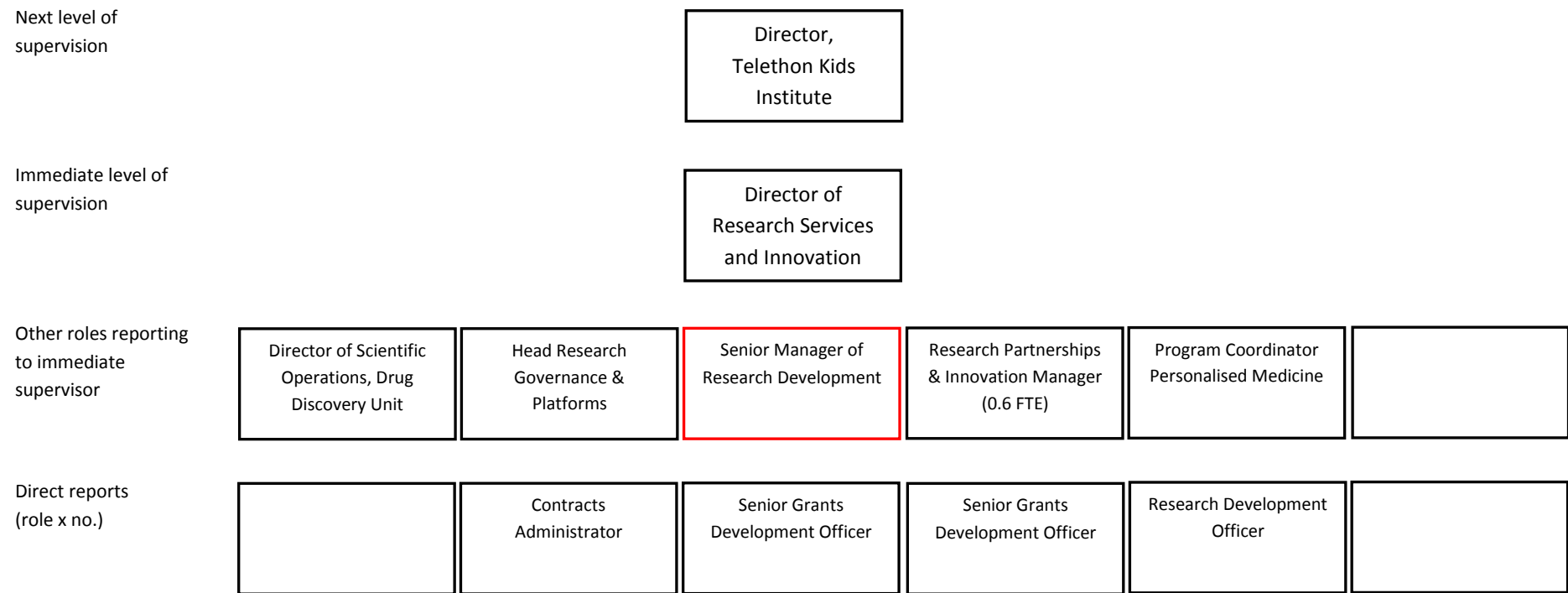
Financial accountability: Does this role have accountability for a budget?

- Yes, accountable for department budget and must be fluent in strategic financial management.

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports	4	No. of indirect reports	1
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ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)



ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?