

<b>Position Title:</b> Senior Research Office Manager		<b>Date Prepared:</b> 11/04/2024																											
<b>Position Reports To:</b> COO		<b>Theme/Team:</b> Research																											
<b>Classification:</b> HEW10		<b>Location:</b> Parkville																											
<b>Key Relationships:</b> <table><tr><td><u>Internal</u></td><td><u>External</u></td></tr><tr><td>Research Teams &amp; Principal Investigators</td><td>Funding Agencies &amp; Grant Bodies</td></tr><tr><td>Deputy Director(s) and Clinical Director</td><td>Industry Partners</td></tr><tr><td>Director and COO</td><td>External Collaborations</td></tr><tr><td>Head of Dept. of Florey Faculty</td><td>UoM</td></tr><tr><td>Head of Legal &amp; Compliance</td><td>Foundations</td></tr><tr><td>Finance Manager</td><td></td></tr><tr><td>Head of People &amp; Culture and HR</td><td></td></tr><tr><td>GM Philanthropy</td><td></td></tr><tr><td>GM Business Development</td><td></td></tr><tr><td>Head of IT</td><td></td></tr><tr><td>Head of Media &amp; Comms.</td><td></td></tr><tr><td>Facilities management</td><td></td></tr></table>		<u>Internal</u>	<u>External</u>	Research Teams & Principal Investigators	Funding Agencies & Grant Bodies	Deputy Director(s) and Clinical Director	Industry Partners	Director and COO	External Collaborations	Head of Dept. of Florey Faculty	UoM	Head of Legal & Compliance	Foundations	Finance Manager		Head of People & Culture and HR		GM Philanthropy		GM Business Development		Head of IT		Head of Media & Comms.		Facilities management		<b>Primary Purpose:</b> <p>To collaborate closely with researchers and principal investigators, providing proactive support from ideation to grant applications, budget management, compliance with regulations.</p> <p>To provide leadership, overall administrative and operational assistance for research activities within The Florey, ensuring research operations align with the broader Institute strategy and objectives.</p>	
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<b>Primary Responsibilities</b> <ul style="list-style-type: none"><li><b>Research Administration:</b><ul style="list-style-type: none"><li>Manage the administrative processes related to research grant pre-award activities, applications, submissions, and post-award activities.</li><li>Oversee the development and submission of research proposals, ensuring compliance with funding agency guidelines.</li><li>Facilitate communication between researchers and funding agencies to address queries and resolve issues.</li></ul></li><li><b>Project Management and human resources:</b><ul style="list-style-type: none"><li>Coordinate and monitor research projects from initiation to completion, ensuring timelines and milestones are met.</li><li>Collaborate with principal investigators, research teams, platform coordinators and the finance team to develop and optimise project plans and budgets.</li><li>Implement project management best practices to optimise research workflow efficiency.</li><li>Act as the conduit for managing research project staff requirements, including hiring, onboarding, training and overseeing research staff.</li></ul></li></ul>																													

<ul style="list-style-type: none"> <li>• <b>Compliance and Ethics:</b> <ul style="list-style-type: none"> <li>○ Keep current with relevant regulations, policies, and ethical considerations in medical research.</li> <li>○ Ensure compliance with institutional and external guidelines, overseeing the preparation of documentation for regulatory approvals.</li> <li>○ Oversee operational support and provide high level assistance to the Administering Officer and REO in relation to preliminary assessments and formal investigations undertaken in accordance with the Code.</li> </ul> </li> <li>• <b>Budget and Financial Management:</b> <ul style="list-style-type: none"> <li>○ In conjunction with Research Finance, co-ordinate assistance (as required by researchers) to manage research budgets, including tracking expenses, forecasting, and financial reporting.</li> <li>○ Work closely with finance to ensure accurate financial records and compliance with budgetary constraints.</li> <li>○ Work closely with IT to ensure research projects have necessary technology infrastructure and data management protocols in place.</li> </ul> </li> <li>• <b>Team Leadership and development:</b> <ul style="list-style-type: none"> <li>○ Involvement in hiring, training and overseeing research office support staff.</li> <li>○ Lead a team of research office staff, providing guidance, mentoring, and support.</li> <li>○ Foster a collaborative and positive work environment to enhance team productivity and morale.</li> </ul> </li> <li>• <b>Communication and Collaboration:</b> <ul style="list-style-type: none"> <li>○ Act as a liaison between researchers, UoM (including RIC and MDHS financial administrators) and other administrative functions or divisions (including; legal, media &amp; comms, research finance, philanthropy, IT, HR, E&amp;I, Neuroscience Trials Australia) to facilitate effective communication.</li> <li>○ Collaborate with internal and external stakeholders to enhance research partnerships and opportunities.</li> <li>○ Build and maintain strong relationships to enhance research opportunities.</li> </ul> </li> <li>• <b>Support the collective vision and mission of the Florey through</b> <ul style="list-style-type: none"> <li>○ open and collaborative communication that promotes positive and respectful relationships</li> <li>○ fostering and supporting innovation within the team and broader Institute teams</li> <li>○ excellence in practice driven by a focus on equity, diversity and inclusivity</li> </ul> </li> </ul>	
<p><b>Occupational Health &amp; Safety:</b></p> <ul style="list-style-type: none"> <li>• Eliminate, or otherwise reduce so far as practicable, the risks of injuries, diseases and ill health that arise as a result of Florey Institute activities through compliance with the Florey OH&amp;S policy and procedure</li> <li>• Continually incorporate and support improvement of the management of OH&amp;S practices for Florey related activities</li> </ul> <p>Create and promote a positive and equitable workplace through awareness of issues that impact on health and wellbeing</p>	<p><b>Skills/Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Strong project management skills and ability to handle multiple projects simultaneously.</li> <li>• Relevant Masters/ PhD or equivalent scientific background understanding.</li> <li>• Exceptional stakeholder management and communication skills.</li> <li>• Excellent leadership and interpersonal skills.</li> <li>• Proficiency in next generation research management software applications (E.g. Endpoint IQ) and tools for project management and financial tracking.</li> <li>• Strong problem-solving skills with the ability to remove roadblocks across complex, multi stakeholder teams.</li> </ul>
<b>Experience/Knowledge:</b>	<b>General Attributes:</b>

<ul style="list-style-type: none"> <li>• Proven track record and research administration experience, preferably in a medical research setting.</li> <li>• Previous managerial or leadership role within a Research Office.</li> <li>• In depth knowledge of research funding mechanisms, grant application processes and regulatory requirements relevant to the Australian higher education sector.</li> </ul>	<ul style="list-style-type: none"> <li>• Highly adaptable to new situations and quick to learn</li> <li>• Strong work ethic and willingness to go the extra mile.</li> <li>• Strong team player, ability to work collaboratively with others towards collective goals.</li> <li>• Ability to take the initiative and be proactive.</li> <li>• Convey a positive and optimistic attitude.</li> </ul>
<b>Employee Name:</b>	<b>Employee Signature:</b>