

POSITION DESCRIPTION

POSITION:	Research Program Manager
REPORTS TO:	Head of Mission
DIRECT REPORTS:	NIL
FTE:	0.8 FTE

POSITION DESCRIPTION:

The Research Program Manager drives the strategic direction of the Research Program of the WCH Foundation. The incumbent is required to maintain excellent collaborative working relationships with Researchers and related institutions, as well as other relevant stakeholders. The position is responsible for the efficient management of the WCH Foundation's portfolio of existing research grants and establishing the future competitive research grant process, including maintaining appropriate documentation and records, liaison with key stakeholders, advertising and communications, and providing effective and timely reporting to the Board and Management. This position is vital in contributing to complex philanthropic proposals, campaign materials and stewardship information for major gift prospects and donors.

PRINCIPAL RESPONSIBILITIES & KEY RESULT AREAS

- 1. Implementation and ongoing review of the WCH Foundation's Research Strategy**
- 2. Administration of all aspects of the WCH Foundation Research Program**
- 3. Communication Management**
- 4. Relationship Management**

KEY PERFORMANCE INDICATORS (KPI)

KPIs for this position are determined in consultation with the Head of Mission annually during the appraisal process.

DETAILED RESPONSIBILITIES

- 1. Implementation and ongoing review of the WCH Foundation's Research Strategy**
 - Working closely with the Head of Mission, to operationalise the WCH Foundation's renewed Research Strategy including developing the research priority area(s), Research Program, grant schedule, and review process.
 - Liaise with the WCHN Executive lead and WCHN Clinical Director Research to ensure strong alignment with the WCHN's research strategy throughout the development of the WCH Foundation's Research Program.
- 2. Administration of all aspects of the WCH Foundation Research Program**
 - Drive and promote the improvement of the health and wellbeing of women, children and their families with research as a core program.
 - Develop the overall research operational plan in consultation with Head of Mission.
 - Develop and execute new research grant deeds and contracts.

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- Manage existing established grant agreements including processing variation requests and drafting contract amendments.
- Assist with financial reports and liaise with finance team in relation to budgets, grants paid and acquittals.
- Administer a range of existing scholarships and special purpose awards, such as the Matthew Scriver PICU Nurse's Scholarship.
- Monitoring milestones and ensuring that project reporting requirements are met and preparing high-level project reports and other outputs in conjunction with the Head of Mission.
- Prepare information and reports in relation to the promotion and management of existing and new research grant rounds.
- Responsible for updating and refining grant round guidelines and application forms, utilising grant management online software.
- Coordinate the grant application eligibility and screening processes.
- Coordinate the peer review process ensuring that all eligible applications are appropriately reviewed by the WCH Foundation Research Grants Committee.
- Responsible for coordinating the moderation of grant applications working with the independent WCH Foundation Research Grants Committee feedback and scheduling committee members' involvement.
- Management of any requirements associated with the application review process including organising room bookings, scheduling interview times, obtaining presentations, organising catering, taking minutes and collating Committee recommendations.
- Regular monitoring and evaluation of research grants to ensure compliance with contractual obligations, including escalating issues of non-compliance and developing and implementing corrective and preventative action plans, as required.
- Proactively monitoring and evaluating project progress and adapting strategies to enable effective and efficient research conduct and regularly report research project status and information to research lead/s and other relevant stakeholders.

3. Communication management

- Well-developed interpersonal and written and verbal communication skills, including demonstrated ability to negotiate and communicate effectively with board members, senior management, staff, research participants, consumers and other stakeholders across diverse organisations throughout project lifecycles.
- Responsible for liaising with other parties involved in the coordination and implementation of research grant rounds.
- Responsible for responding in a timely and professional manner to questions from applicants and other stakeholders pertaining to the research administration matters for the WCH Foundation.
- Support WCH Foundation Fundraising & Marketing team to regularly share stories of impact with the wider community by disseminating research results.
- Facilitate connection between WCH Foundation staff with researchers and their work
- Responsible for managing the WCH Foundation's involvement in any conferences or symposiums e.g. WCH Foundation Research Day (TBD).

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- Work with the Fundraising & Marketing team to prepare complex philanthropic proposals, campaign materials and stewardship information for major gift prospects and donors.

4. Relationship Management

- Maintain strong collaborative relationships with the WCHN Research Advisory Committee, research community, particularly WCH Foundation-funded researchers, special interest groups, WCHN stakeholders and research institutions (SAHMRI, Universities etc).
- Develop a strong relationship with the WCH Foundation Research Grants Committee, providing governance and administration support.
- Work collaboratively with a range of internal and external stakeholders to maintain high levels of communication and a broad understanding of the WCH Foundation's grants framework throughout the research and clinical community.
- Liaise with grant recipients on an ongoing basis to understand the progress and outcomes of grants for communication to internal and external stakeholders.
- Liaise with internal stakeholders to develop proposals for potential grants, funding partners and donors.

PERSON SPECIFICATION

Essential

- PhD and/or tertiary Science/Health qualification
- Previous scientific research experience, ideally Health & Medical Research, with a successful level of achievement
- Demonstrated outstanding communication skills with the ability to adjust style to suit audience requirements and articulate complex scientific concepts in layman terms
- Exemplary stakeholder management skills
- Effective time management skills

Highly Desirable

- Previous experience within an institution e.g. Local Health Network, University Institute involved in applying for and/or managing research grants e.g. NHMRC, MRFF etc
- Previous experience with Grant Management Software, e.g. Smarty Grants

Desirable

- Project management skills
- Previous experience working in a not-for-profit or charity environment.

SPECIAL CONDITIONS

- Some out of hours work may be required.
- May be required to travel interstate.
- Must be prepared to attend relevant meetings with staff and educational activities as required and to participate in the appraisal process.
- Must be prepared to attend WCH Foundation Board and Committee meetings as and when required.
- Must be prepared to attend WCH Foundation events as and when required.

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OTHER DUTIES:

- Other duties from time to time as required to meet the objectives of the position.
- Contribute to the management of a safe and healthy work environment, free from discrimination and harassment by adhering to the provisions of the relevant legislative requirements including Equal Employment Opportunity, Work Health and Safety, the Code of Conduct and organisational policies.
- Ensure your own and other people's safety through taking reasonable care through their acts or omissions while at work.

PERFORMANCE & SALARY REVIEW PROCESS

Performance reviews will be conducted March of each year.

Salary reviews will be conducted in May of each year.

Remuneration levels are based on experience status and performance achieved within the salary range identified for each position. Performance will be assessed on the relative achievement of the Key Result Areas as agreed above.

The Foundation supports employee participation in related education opportunities.

Research Program Manager

/ /2022

Chief Executive Officer

/ /2022