



POSITION DESCRIPTION

POSITION TITLE: RESEARCH DEVELOPMENT MANAGER

POSITION LOCATION: Olivia Newton-John Cancer Research Institute

EMPLOYMENT TYPE: Fixed term 0.6 - 1.0 FTE

POSITION CONTEXT:

The Olivia Newton-John Cancer Research Institute (ONJCRI) is embedded within the Olivia Newton-John Cancer Wellness & Research Centre. The ONJCRI's mission is to discover and develop breakthrough therapies to help people live better with cancer, or defeat it. Our research laboratories sit alongside patient treatment facilities to optimise collaboration between researchers and clinicians. The integration of laboratory and clinic ensures the rapid translation of scientific discoveries into clinical trials for the development of new cancer treatments. The ONJCRI is a global leader in the development of immunotherapies, targeted therapeutics and personalised cancer medicine, and sponsors early phase clinical trials.

The ONJCRI is the successor to the global Ludwig Cancer Research organisation with a proud track record of a quarter century of collaborative clinical research programs with Austin Health. Much of ONJCRI's strong foundation is built on the Ludwig Cancer Research legacy and through the ONJCRI's exciting partnership with La Trobe University as its School of Cancer Medicine, it plays a pivotal role in training Australia's future generations of medical researchers.

This position is based within the Professional Services division of ONJCRI, providing support to researchers, to apply for research grants, and comply with obligations and conditions where successful. To ensure that researchers invest their limited time as much as possible into their research activities, ONJCRI is formalising the establishment of a Research Development Office, providing high quality education and support to increase chances of funding, and subsequent scientific discoveries.

The Research Development Manager will focus on building research capacity, developing research networks and collaborations, management of research funding for whole of project life, as well as the delivery of researcher-focused services, ensuring that the highest quality grant applications are developed. The successful applicant will also be responsible for development of a strategy to meet the needs and expectations of key stakeholders, and will play a critical role in leading the Research Development Team to success. The role would suit an individual who is happy to not only lead and strategise, but also write grant applications and perform operational tasks as required.

REPORTING LINES:

This position reports to the Chief Operating Officer.

The Senior Research Development Officer reports to this role.

PRIMARY RESPONSIBILITIES:

Leadership

- Mentor researchers to develop competitive grant applications
- Foster a culture of transparent, effective, timely and appropriate internal and external communication.
- Practise and encourage innovation, diversity and continuous improvement
- Maintain effective communication with direct reports to ensure advice provided and decisions made are well informed
- Lead the Research Development Team on targeted philanthropic grant applications, successful awards, reporting and stewardship
- Support the professional development of staff through coaching, mentoring, training and collaboration opportunities

Development

- Develop and maintain good working relationships with the relevant offices of the State and Federal government, grant funding bodies and other institutions
- Develop and manage continuous improvement processes related to research development
- Contribute to the development and planning of a suite of Institute based initiatives to support the career trajectory and succession planning for institute researchers
- Identify grant opportunities and review grant applications for external funding

Education

- Critique researcher CVs, providing support and education for development
- Educate relevant stakeholders
- Develop, coordinate and deliver grant writing and research development workshops to researchers
- Review and edit (where necessary) scientific content in research grant applications

Operations

- Manage the annual budget for Research Development Office
- Identify and mitigate risks associated with research development
- Develop and administer relevant databases
- Write and edit grant applications, as required
- Provide high level support through the preparation of reports for presentation to boards and committees, briefing papers, analyses and other correspondence
- Participate in meetings, to contribute to and gain information on matters affecting the operations or strategic positioning of the Institute and Research Development
- Develop and implement systems and procedures to achieve greatest efficiency and quality output through the grant application process
- Develop and maintain policies related to research development, including but not limited to grant application and reporting
- Develop and manage governance structures related to animal ethics, funding compliance

and quality assurance

KEY RELATIONSHIPS:

Internal:

- ONJCRI Researchers
- Chief Operating Officer
- Senior Research Development Officer
- Fundraising Team
- Legal Counsel
- Communications and Engagement Manager
- Senior Project Manager
- Finance Manager
- ONJCRI Directors

External:

- Funding agencies and relevant Government Departments
- Ethics committees
- La Trobe University

ACCOUNTABILITIES:

AUTHORITY:

Delegated authority is in accordance with ONJCRI policies and procedures.

QUALIFICATIONS:

- Bachelor of Science or above in Biological Sciences, Medical Sciences or related disciplines
- PhD preferred

EXPERIENCE & CAPABILITIES:

Essential:

- Experience in writing successful grant applications
- Experience coordinating a grants function for, and matching grant opportunities with,

potential recipients

- Ability to edit scientific content and ensure accessible and appropriate language
- Experience delivering professional service to stakeholders
- Ability to facilitate education forums for stakeholder development
- Experience identifying and creating external grant opportunities and partnerships that develop research capacity
- Proven ability to provide strategic advice to support senior management.
- Ability to form close working relationships and implement effective engagement strategies to raise awareness and support the development and understanding of external funding and partnerships
- Demonstrated analytical, problem-solving and decision-making skills, effective negotiation and communication skills and the ability to resolve difficult situations
- Proven ability to develop and maintain relationships with internal and external stakeholders and successfully build networks.
- Demonstrated ability to meet deadlines and work under pressure

Desirable:

- Risk management
- Database development
- Process review
- Budgeting