JOB DESCRIPTION
TELETHON KIDS INSTITUTE

Why is this Job Description being written?	☒ New Position ☐ Replacement Position ☐ Position re-designed ☐ Position not previously described

POSITION DETAILS:	Position Title:	**MANAGER, RESEARCH GOVERNANCE**		
Division:	Research Services and Innovation	**Department:**	Research Governance and Platforms	
Position reports to: (role)	Head, Research Governance and Platforms			
Location: *include all possible locations*	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**

Establish and deliver research governance practices and frameworks to ensure scientific quality, ethical acceptability and safety of the research conducted under the auspices of the Institute.

Strategic enabler in delivery of good research governance.

Develop and establish mechanism for Institutional oversight of research governance activities. (Research Governance Committee, Audit Program)

KEY RESPONSIBILITY AREAS *(Please list in order of importance)*

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

Research Governance Framework and Quality Assurance	40	• In collaboration with Platform managers:
		   o Develop a Research Governance Quality Framework encompassing compliance requirements with all applicable laws and regulations for all research activities undertaken by the Institute.
		   o Ensure a Quality Management System (polices and procedures) that underpin the Research Governance Framework is implemented
		   o Establish a program for monitoring and auditing compliance requirements
		• Establish and provide secretariat support for a Research Governance Committee
		• Ensure a mechanism for continuous quality improvement and current best practices are employed
		• Work closely with Manager Corporate Governance to manage harmonised compliance framework
			• A research governance framework implemented
			
			• A quality management and improvement system implemented
			
			• Audits planned and conducted
				• The Institute is compliant with the requirements of all relevant authorities
				
				• Feedback from key stakeholders
				
				• Number of breaches reported

Research Governance Strategic Enabler	40	• In collaboration with Platform managers:
		   o Establish resources, information guides, fact sheets and other information resources, maximising use of appropriate technologies for accessing materials
		   o Support the development of educational sessions and workshops
		   o Ensure training and competency records are kept utilizing the currently available systems
		• Provide support and advice on research governance and regulatory requirements and channel queries to experts as required
		• Maintain a working knowledge of current legislation relating research governance quality assurance requirements
			• A clear, consistent service support model implemented ensuring research and researchers are supported to deliver high quality research
			
			• Ongoing service delivery and improvement
				• Positive feedback from users and stakeholders
				
				• The Institute is compliant with the requirements of all relevant authorities
				
				• Number of breaches reported

Team Membership	10	- Actively contributes to a harmonious team, both from a cultural and work output perspective - Proactively contribute to continuous improvement of services and active participation in process review activities - Provide managerial support to direct reports - Share relevant and applicable knowledge, training and mentoring of new staff as appropriate - Champion Institute policies and role model compliance	- Participate and contribute to team activities - Knowledgeable, productive collaborative team	- Positive feedback from colleagues, users and stakeholders - Team meeting deliverables - Feedback from supervisor
Administrative	10	- Develop written work plans with measurable deliverables - Provide regular reports on compliance activities and progress against plan to Head, Research Governance and Platforms and others as required - Assist with coordination of regular meetings as required by the role - Maintain meticulous records related to compliance activities	- Tasks delivered to agreed time scales and high standard - Records maintained and usable for reporting against compliance activities	- Well managed work load and deliverables - Feedback from supervisor

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	A university degree relevant to a health and medical research or demonstrated equivalent experience

Skills, Knowledge & Experience:	- Sound knowledge of the research regulatory landscape and requirements that apply to research gained by training and experience - Excellent organizational and time management skills - Excellent written, communication and interpersonal skills - Demonstrated ability to identify and resolve complex problems in a timely manner - Experience in policy development - Knowledge and experience in managing governance frameworks – e.g. risk, policy and compliance - Excellent customer focus skills - Ability to work under little supervision, a self-starter and prioritize own work load in response to time frames and deadlines - Highly motivated with the ability to positively influence others to engender change - Experience managing projects - Commitment to the values and mission of the Institute

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	
Skills, Knowledge & Experience:	Knowledge of not for profit sector

SCOPE:

Financial accountability: Does this role have accountability for a budget?
No

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?			
No. of direct reports	3	No. of indirect reports	0

Next level of supervision

Director, Research Services and Innovation

Immediate level of supervision

Head, Research Governance and Platforms

Other roles reporting to immediate supervisor

Laboratory Manager	Bioresources Team Leader	Manager, Research Governance	Biometrics Manager	Information Management Lead	Bioinformatics Manager

Direct reports (role x no.)

	Clinical Research Coordinator	Animal Welfare Officer	Animal Ethics Officer		