

**JOB DESCRIPTION  
RESEARCH DEVELOPMENT MANAGER  
RSH\_005**



<b>Job ID:</b>	RSH_005
<b>Job title:</b>	Research Development Manager
<b>Award/agreement:</b>	Award Free Classification
<b>Location:</b>	Harry Perkins Institute of Medical Research Nedlands and Murdoch
<b>Supervisor:</b>	Director – HPIMR LEAD001
<b>Reports:</b>	Research Development Officer RSH003 Research Development Officer- Content Developer RSH004

**ACCESS AND SECURITY:**

- *Building RFID card with photo ID*
- *IT Systems, Office 365 and Adobe Creative Suite*

**POSITION SCOPE:**

The Research Development Manager is responsible for identifying and driving strategic opportunities and projects aligned with the Perkins’ strategic plan, specifically those related to research translation and development.

The role will, ensure a pipeline of quality applications to the full range of opportunities, including NHRMC, MRFF and FHRI Fund opportunities, manage the research development team, maintain and improve the research productivity of the organisation and support researchers in positioning themselves for grant success.

<b>Competencies (skills, knowledge and abilities)</b>	<b>Behaviors (conducts themselves)</b>	<b>Goals</b>
An in depth understanding of the research grant environment, requirements and underlying drivers of success. Including a specific knowledge of the approach, processes and criteria of the NHMRC, MRFF and FHRI Fund programs.	Understand the important elements of grant process and communicate this effectively to researcher across multiple media types.	Improve the efficacy and efficiency of grant development, particularly for major schemes with multiple applications.  Improve the quality of grant submissions.
Ability to lead and manage a team to achieve productivity and maintain high-quality research outcomes.	Role model behaviors and values that demonstrate good leadership, aligned to Perkins.	Ensure that research resources, including funding, equipment, and personnel, are managed effectively to maximize research productivity and quality.
Ability to effectively manage multiple research projects with	Enjoys handling multiple projects at once, thriving under pressure.	Successfully submit applications that comply with the schemes’ rules and guidelines.

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competing deadlines and priorities.	Effectively manages and tracks the fine level details of each application, particularly eligibility criteria.	Encourage a culture of continuous learning, innovation, and creativity within the research team to drive new research ideas and initiatives.
Ability to develop and implement long-term plans and projects that align with organisational goals and vision.	Operational Leader with long-term thinking.	Develop and implement operational processes to facilitate the translation of research findings into practical applications that benefit the organization, its stakeholders, and society at large.
Highly developed planning skills and the ability to maintain large sets of support documentation and information	Collate and maintain collections of documents, statistics and other data in a structured way that allows straightforward application and re-use.	Enable maximum re-use of previous materials, applications and data collected to improve efficiency of RDO office.
Ability to communicate at high level of proficiency in verbal and written communication skills.	Can quickly and effectively develop documents and presentation materials	Communicate effectively and efficiently across many forms of communication.
Ability to work collaboratively with internal and external stakeholders to drive research opportunities and projects forward.	Has a strong focus on innovation and collaboration, staying informed of potential opportunities.	Proactively seek out and evaluate new research opportunities that align with the Perkins strategic plan.
Maintains ethical and professional conduct in all aspects of research and research management.	Respectful and trusted with peers and researchers.	Adheres ethical principles and guidelines in all aspects of research and research management.

**Primary duties/responsibilities:**

Ensure a pipeline of quality applications to the full range of opportunities

- Maintain awareness of all relevant funding opportunities
- Promote availability of all the relevant funding opportunities
- Track submitted applications, success rate and oversight of the schemes most relevant to the Perkins
- Map the guidelines and requirements to deliverables
- Maintain organizational standards of satisfaction, quality, and performance
- Oversee multiple project teams, ensuring program goals are reached
- Monitor progress of the research projects and research applications
- Work with the application lead to maintain application team cohesiveness

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**Manage the research development team**

- Develop schedules and steps for the team
- Liaise with key stakeholders and external partners
- Draft and develop research grant proposals
- Develop and manage budget for projects and ensure deliverables are on-track against established objectives
- Oversee the development and growth of the team skills and capabilities

**Improve the research productivity of the organisation**

- Chair and organize the Equipment Committee and support other research equipment procurement processes
- Manage the internal travel awards scheme
- Oversee and coordinate the internal collaboration, ECR and Safe Harbour awards scheme in collaboration with the executive
- Work in conjunction with the executive and commercialisation teams supporting commercial outcomes from research activities
- Identify opportunities to streamline key research supporting activities

**Support researchers to prepare for grant success**

- Support the publication process for submission and publication in high impact journals
- Develop metrics and other guidelines to provide goals in lead up to grant applications
- Assist researchers in establishing consumer engagement processes and credentials prior to grant application
- Work with the executive building development plans for Perkins researchers
- Identify new opportunities to support researchers in building their profile and track record
- Uphold the Perkins' mission, vision, and values, whilst demonstrating high level leadership and capability
- Other duties as required

**Essential skills**

- An in depth understanding of the research grant environment, requirements and underlying drivers of success. Including a specific knowledge of the approach, processes and criteria of the NHMRC, MRFF and FHRI Fund programs.
- Demonstrated ability to plan and deliver on fast paced complex work meeting deadlines in a busy environment
- Highly developed interpersonal and relationship building skills (internal and external).
- Ability to work independently, show initiative, work productively as the leader of a small team and as part of the broader Perkins team.
- Highly developed organizational skills and demonstrated ability to maintain long term programs of work
- Highly developed planning skills and the ability to maintain large sets of support documentation and information
- High level of proficiency in verbal and written communication skills.
- High level of attention to detail
- Maintain confidentiality.
- Relevant tertiary degree or experience

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**Desirable skills**

- Demonstrated experience implementing long term or ongoing programs of work that improve efficiencies or outcomes for the organisation

**Eligibility:**

- Australian Citizen or eligible to lawfully work in Australia. (*if a perm role*)
- Current National Police Clearance (within the last 3 months).

**COMPLIANCE**

**Perkins Values**

All staff members are to adhere to the Perkins Values [perkins.org.au/about-us/vision/](https://perkins.org.au/about-us/vision/)

**Workplace Health and Safety**

All supervising staff are required to undertake effective measures to ensure compliance with the Work Health and Safety Act 2020 (WA) and related Perkins requirements.

All staff must comply with requirements of the Work Health and Safety Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with Perkins and Legislative health and safety requirements.

Details of the safety obligations can be accessed at [intranet.perkins.org.au/policies/human-resources-policies/](https://intranet.perkins.org.au/policies/human-resources-policies/) (Only available to Perkins staff).

**Equity and Diversity**

All staff members are required to comply with the Perkins' Code of Conduct and Equity and Diversity principles. Details of the Perkins policies on these can be accessed at [intranet.perkins.org.au/policies/human-resources-policies/](https://intranet.perkins.org.au/policies/human-resources-policies/) (Only available to Perkins staff.)

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**Document Control Sheet**

Version Control	Documented Change	Date/Time	Authority
V 1.0	Initial Document Tabled	06/7/2022	Tabled by Paul Harrison
V 2.0	Competencies and behaviours and update	17/02/2022	HR Lead - Lisa King
V 3.0	Position scope, competencies and behaviours, primary duties, essential skills, desirables skills, minor typos,	2/3/2022	RDO Manager – Ron Jones