

Position Description



HARRY PERKINS INSTITUTE
OF MEDICAL RESEARCH

Position Description Overview	
Position Title	Senior Manager, Governance
Position ID Code	OPS030
Work Area, Division	Governance, Operations
Reports To	Chief Operations Officer
Direct Reports	Nil
Award	No Award Applicable

Proudly Perkins	
Our Vision	A pioneering Western Australian medical research institute improving health outcomes globally.
Our Purpose	Helping people live healthier, longer lives.
Our Values	
Respect	Respect is at the core of our organisation. We treat everyone in our diverse community with honesty, integrity and respect.
Innovation	We are a talented group of like-minded individuals at the forefront of modern medical research, using our creativity and the latest technology in our relentless quest for medical breakthroughs.
Passion	We bring a passion and commitment to every aspect of our work.
Collaboration	We recognise the power of working closely with each other and our collaborators to achieve the outstanding results for which we strive.

Diversity and Inclusion Statement
At the Perkins, we value, embrace, and celebrate the strength of our diverse experiences, thoughts, and beliefs. We are committed to a safe, equitable and inclusive culture where every person can innovate and thrive. This enables us to deliver pioneering research that improves global health outcomes.

Position Purpose
This role provides strategic leadership across facilities management, policy development, contracts and document management, data, and space allocation to improve the operational effectiveness, compliance, accountability, and decision-making of the Institute. It is responsible for improving the maturity of the Institute's governance systems and drives effective stakeholder engagement, compliance with industry standards and regulatory requirements, streamlines processes, and risk management.

Position Title	Version	Date Approved	Responsible Manager	Responsible Executive	Approved
Senior Manager, Governance	0	16/07/2025	Chief Operations Officer	Chief Operations Officer	Chief People Officer

Position Outcomes and Key Goals

1. Ensure the Perkins meets its governance responsibilities as Facility Manager of the Perkins North and Perkins South buildings in line with committed obligations, industry standards and regulatory requirements.
2. Improve the quality and maturity of governance across the Institute by embedding sustainable systems to mitigate risk with a particular focus on contract management, document management, and data.
3. Enable operational efficiency, accountability, risk management, and systems of consultation through the development, implementation and leadership of a comprehensive and quality policy framework.
4. Optimise and manage building space across the Perkins facilities to meet operational and strategic requirements, enabling streamlined and transparent planning, allocation, and management of space.

Key Duties/Accountabilities

1. Lead the review, re-establishment and effective functioning of governance committees required to effectively manage and oversee the facilities managed by the Perkins. In doing so, collaborate closely with the Facilities Management team and build and maintain strong relationships with internal and external stakeholders to ensure integrated, consultative, and risk-aware facilities governance.
2. Lead the development, implementation, and continuous improvement of the Institute's policy framework to support sound governance, optimal functioning, and risk management of the Institute, including its role as a facility manager. This includes implementing structured and consultative processes for the development, review, implementation, and dissemination of policies, procedures, and standard operating procedures.
3. Maintain a current and accurate register of policies, standard operating procedures, guidelines, manuals or equivalent, conduct relevant gap analyses in relation to these documents, and liaise with key internal and external stakeholders to ensure alignment with regulatory and industry standards.
4. Design and implement robust systems for Institute document management and storage to support consistency and accessibility across the organisation.
5. Lead the development and execution of the Institute's data governance framework, including strategic direction and risk management initiatives, to ensure effective oversight of both research and enterprise data assets.
6. In partnership with the Research Operations Manager and Research Executive Team, lead the development and management of strategies, policies, systems, and processes for the strategic allocation of space within the Perkins buildings. This includes forecasting future requirements in line with Institute growth.
7. Oversee and manage lease negotiations and execution to ensure optimal use and commercially appropriate management of Institute facilities.
8. Develop, implement, and manage a streamlined framework for effective and robust contract management. This includes an appropriate system, policies, and processes, with a triage system for evaluating and mitigating contract risk (such as escalating high-risk contracts to appropriate legal review), and flagging contracts due for review so that proactive action can be taken.
9. Collaborate with ICT to ensure that all technology systems implemented are in line with the Institute's strategic framework for digital platforms and support the organisation's role as a Facility Manager and research institute.
10. Undertake other duties as directed by the supervisor or management to support the overall effectiveness and success of the Institute.

Selection Criteria – Qualifications, Licences, Skills, Knowledge, Experience

1. Tertiary qualification in a relevant discipline, such as business administration, public policy, information management, or equivalent experience. Qualifications in governance, quality, risk management, or data/information systems are highly desirable.
2. Demonstrated success in developing and implementing governance frameworks and committees across diverse domains (e.g. facilities, policy, data, documentation, contracts) to improve collaboration, accountability, consultation and strategic decision-making.
3. Excellent interpersonal and leadership skills, with a track record of building strong collaborative relationships across senior internal and external stakeholders and positively driving organisational change.
4. Highly developed analytical, negotiation, and problem-solving skills, with the ability to adapt flexibly in a complex and changing environment.
5. Strong background in policy development, implementation, documentation controls, and gap analysis, including the ability to interpret and apply different legislative and compliance requirements.
6. Experience managing complex contracts and managing associated risk, and an in-depth knowledge of contract lifecycle management.
7. Experience implementing and managing document management systems to enable secure access, version control, collaboration, and support regulatory compliance.
8. Experience in data governance, including data lifecycle management, privacy regulations, enterprise data strategies, data security, and responsible use of data.
9. Ability to lead or contribute to space allocation strategies, lease negotiations, and facilities-related governance, including infrastructure planning, utilisation, and optimisation.
10. Demonstrated experience successfully managing projects to deadline and budget with the ability to plan, engage stakeholders, organise, and prioritise tasks, and manage resources efficiently with clear direction.
11. Satisfactory National Police Certificate.

Special Requirements

Nil

Key Working Relationships

1. Executive Team and Research Executive.
2. General Manager, Facilities and General Manager, Technology.
3. Research Governance & Integrity Manager.
4. Work, Health & Safety Manager.
5. Governance and operational committees responsible for facilities, laboratory and bioresources management.
6. Building stakeholders and tenants.

Work Health and Safety

1. Take reasonable care for the health and safety of self and others. This includes taking appropriate actions to avoid, eliminate or minimise hazards.
2. Act honestly and report all incidents, hazards, and injuries immediately.
3. Comply with any reasonable instruction given, or policy or procedure administered, by the Perkins that supports the Perkins to provide a safe work environment.
4. Use equipment and materials as trained and required, and according to the manufacturer's instructions.
5. Actively promote a positive safety and health culture, demonstrating attention to physical, mental, emotional, cultural and psychological safety.

Professional Development

1. Accept responsibility for updating knowledge and skills related to professional practice.
2. Actively participate in performance feedback, reflecting on own performance and growth opportunities.
3. Contribute to the creation of development and performance goals.