

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described	
POSITION DETAILS:	Position Title:	BUSINESS MANAGER	
Division:	Infection & Vaccines	Department:	Wesfarmers Centre of Vaccines & Infectious Diseases
Position reports to: (role)	Director, Wesfarmers Centre of Vaccines & Infectious Diseases		
Location: <i>include all possible locations</i>	Telethon Kids Institute (Perth Children’s Hospital, QEII Medical Centre, Nedlands)		

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

To provide management oversight and support strategic decision making for the Wesfarmers Centre of Vaccines & Infectious Diseases (Wesfarmers Centre). Areas of focus include developing the wider Wesfarmers Centre team; helping build the Wesfarmers Centre into an internationally recognised centre for vaccines and infectious diseases research; financial management; establishment and implementation of policies and procedures; research grant administration; staff management, and program efficiency and sustainability. This position would suit somebody with project management, administrative, business, and excellent organisation and communication skills, including a demonstrated capacity to collaborate with large teams working on diverse projects and respond to a dynamic work flow. This position interacts all members of the virtual centre, particularly the research team leaders and managers.

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

<p>Key Position Accountabilities What are the main areas for which the position is accountable</p>	<p>% of Total Role</p>	<p>Inputs: What are the key activities or tasks to be carried out?</p>	<p>Outputs: What are the expected end results?</p>	<p>Measures: How it is measured</p>
<p>Management and Leadership</p>	<p>50</p>	<ul style="list-style-type: none"> • Develop and implement Wesfarmers Centre policies and procedures • Oversee budget forecasting and spending • Help ensure efficient allocation of Wesfarmers Centre resources • Oversee procurement of equipment, software and consultancy services • Liaison with researchers to ensure output and wellbeing is optimised, and that where possible researchers are supported in achieving outcomes • Provide assistance to researchers to deliver projects supported by Wesfarmers Centre, ensuring these are completed on time and on schedule • Ensure that research outputs are aligned with Wesfarmers Centre objectives • Identify opportunities to ensure that research outputs are optimally translated into clinical care through community and research participant engagement, conference attendance and advocacy • Assist with ongoing strategic analysis of the Wesfarmers Centre's research direction and outcomes, and support the Director of Wesfarmers Centre (Director) in strategic planning initiatives • Assist with development and promotion of Wesfarmers Centre as an internationally recognised centre for vaccines and infectious diseases research • Assist with the recruitment and coordination of staff • Chair Wesfarmers Centre Management Committee meetings 	<ul style="list-style-type: none"> • Successful implementation of policies and procedures • Budgets and reporting • Optimal usage of Wesfarmers Centre resources • Monitoring and reporting on procurement • Regular reporting to Director and Management Committee • Monitoring research outputs to ensure that Wesfarmers Centre policies and procedures are adhered to objectives are being met • Review of strategic direction of Wesfarmers Centre • Opportunities for presentation of research to facilitate translation of outputs into clinical care 	<ul style="list-style-type: none"> • Sound financial management • Regular reports to Director and Management Committee • Feedback from Director, Management Committee, researchers, collaborators and other internal stakeholders • Number of enquiries and feedback from researchers, students and collaborators on adequacy of dealing with enquiries and providing assistance • Number and types of opportunities for researchers to present outputs • Awareness and reputation of Wesfarmers Centre within broader research community

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
Collaboration and Engagement	20	<ul style="list-style-type: none"> • Provide opportunities for researchers to engage with others and present their research • Co-ordinate Wesfarmers Centre meetings, seminars and workshops 	<ul style="list-style-type: none"> • Organises and co-ordinates meetings, seminars and workshops • Visibility and connectivity with researchers leading teams across the Centre 	<ul style="list-style-type: none"> • Number of opportunities for researchers to participate in events
Communication and relationship building	20	<ul style="list-style-type: none"> • Form and foster relationships with collaborating researchers, the community, health and policy bodies • Facilitate communication between partners • Oversee implementation of Wesfarmers Centre communications plan and provide strategic guidance on communication priorities for the Centre 	<ul style="list-style-type: none"> • Attendance at events and seminars • Demonstrated working relationships • Organises and co-ordinates meetings with collaborators 	<ul style="list-style-type: none"> • Number of internal and external events and seminars attended • Feedback from partners on awareness of the work of the Wesfarmers Centre • Successful engagement with collaborators and potential partners
Other duties	10	Other duties as required		<ul style="list-style-type: none"> • Feedback from Director

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	Bachelor's degree in a relevant field
Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Relevant experience in an administrative and business capacity • Effective business administration and people management skills • Ability to use initiative and take leadership • Excellent verbal and written communication skills, including demonstrated interpersonal skills • Demonstrated capacity to provide expertise and liaise with large teams across multiple simultaneous projects • Proven organisational and time management abilities

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

Postgraduate qualifications in business or a relevant field

Skills, Knowledge & Experience:

- Experience in a research environment
- Experience in infectious diseases/vaccinology
- Experience in Aboriginal health and/or engagement with Aboriginal people
- Knowledge around the role of communications in a health/research environment

SCOPE:

Financial accountability: Does this role have accountability for a budget?

- Yes

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports

3

No. of indirect reports

1

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

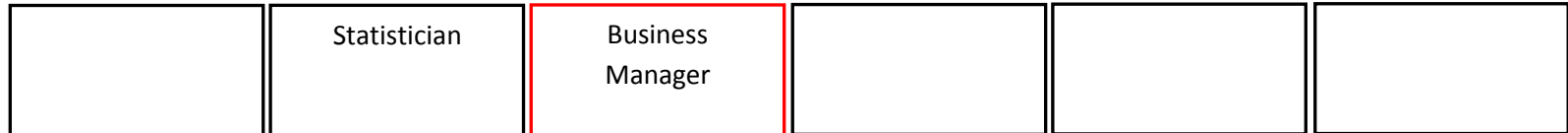
Next level of supervision

Director
Telethon Kids
Institute

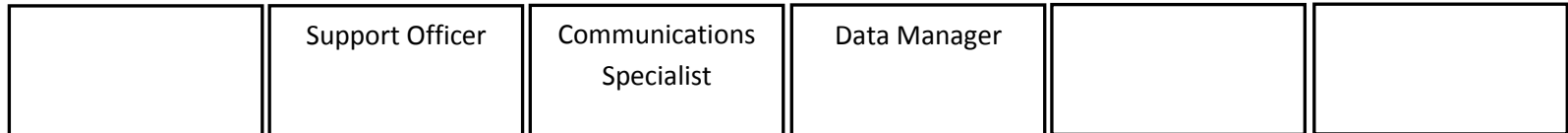
Immediate level of supervision

Director
Wesfarmers
Centre

Other roles reporting to immediate supervisor



Direct reports (role x no.)



ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

The Wesfarmers Centre of Vaccines & Infectious Diseases brings together several independent researchers and research teams with a common aim; to find and deliver new and improved solutions to prevent and treat serious infections experienced by children or adolescents.

In a unique multi-disciplinary approach, our Centre is tackling infectious diseases and vaccine development on a range of research fronts using a wide range of research methods, including epidemiological and surveillance projects to monitor infections and risks in populations; laboratory-based (pre-clinical) projects to understand mechanisms of disease and vaccine-induced protection; and implementation projects and clinical trials to find the best affordable and feasible strategies using existing interventions to improve the health of as many children as possible, or to test new drugs and vaccines.

We are committed to work within our capacity that any outcomes we produce will be taken back and used in a clinic, community or government setting.

We are working in close collaboration with other research groups around Australia and across the globe, and we are facilitating community partnerships by promoting educational and training initiatives.

VISSION: A healthier start to life for all children through elimination of infectious diseases

MISSION: To become a world class centre for infectious diseases research, and the leader in paediatric infectious diseases research in our region.

<https://infectiousdiseases.telethonkids.org.au/>