

## POSITION DESCRIPTION – Professional Services Staff

Position Title: Research Development Coordinator

Level: 6/7

Illawarra Health and Medical Research Institute (IHMRI)

Location: Wollongong Main Campus  
and Wollongong Hospital

### Primary Purpose of the Position:

The Research Development Coordinator is responsible for implementing the IHMRI Research and Innovation Strategy, which aims to build the capacity of IHMRI affiliated researchers to attract large and/or strategic research funding. This will involve providing and/or facilitating expert advice on the translation of research into improved patient outcomes, new practices and commercial products; project managing professional development initiatives for IHMRI affiliates; and facilitating increased collaboration between clinician and academic researchers in the Illawarra. The Research Development Coordinator is also responsible for engaging IHMRI affiliate leaders (the IHMRI Theme Leaders and IHMRI Affiliate Stakeholder Advisory Panel (ASAP)). This will include planning and facilitating regular workshops.

The role will interact with a diverse audience including academics, clinicians, staff from both the local health district and the University of Wollongong, and external commercialisation experts.

### Position Environment:

The Illawarra Health and Medical Research Institute (IHMRI) is the only independent medical research institute (MRI) in the Illawarra. As a not-for-profit registered charity we're constantly striving to enhance the health and wellbeing of people living in our local communities.

Established in 2008 as a joint initiative of the University of Wollongong (UOW) and the Illawarra Shoalhaven Local Health District (ISLHD) we support a network of scientists and clinicians based at UOW and ISLHD. Our researchers span many disciplines and work collaboratively to understand, diagnose, treat and prevent disease and illness.

We have recently developed a 2021-2024 Research and Innovation Strategy with priorities to further strengthen our position as an independent and sustainable medical research institute. This is an exciting opportunity for a highly motivated, flexible individual to work as part of a committed and outcomes-oriented team that will advance IHMRI's strategic priorities over the next few years. Located at both the IHMRI building on UOW Wollongong campus and the Wollongong Hospital, the environment will be dynamic with changing demands as the Institute further develops and grows.

Note: This position will be filled under the usual employment arrangement with the University of Wollongong, however the incumbent will be seconded to work in the role within IHMRI Limited and will be accountable to the IHMRI Executive Director and Board. The secondment will be governed by an individual secondment agreement signed between the incumbent, the UOW and IHMRI Ltd.

## Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of time	Office Use Only
1.	Plan and facilitate IHMRI research development activities in line with delivery of the IHMRI Research and Innovation Strategy, including workshops, seminars and networking events.	All activities are delivered on time and within budget, with positive feedback from participants and stakeholders	30%	
2.	Effectively manage internal and external stakeholder relationships e.g. ISLHD Research Central; UoW Innovation and Commercial Research; external commercialisation experts.	Strong, collaborative working relationships are built and maintained	10%	
3.	Provide and/or facilitate expert advice on the translation of research into improved patient outcomes, new practices and commercial products.	IHMRI affiliates have clear plans for research translation	10%	
4.	Facilitate regular workshops and coordinate other organisational support for IHMRI research forums/committees  e.g. IHMRI Theme Leaders; IHMRI ASAP; Early/mid-career forum; Scientific Advisory Committee	Deliver meaningful support within clearly stated and agreed timeframes	10%	
5.	Oversee the collation of data and reports against key performance indicators on grant and research associated activities  E.g. MRSP reporting; Research and Innovation Strategy progress; annual report	Deliver meaningful analysis of research KPIs within stated and agreed timeframes	15%	
6.	Support the Research Development Manager to project manage and lead the submission of external and internal grant and funding applications including collaborative and translational grants and commercialisation opportunities	All due dates are met and all relevant stakeholders understand their part, and the timeframes, for each funding application process or program	10%	

7.	Horizon scan the research landscape, nationally and internationally, to identify potential grants or alternate funding sources including translational and commercialisation programs and funding	Identify and increase secured funding opportunities for research	5%	
8.	Attend events on behalf of IHMRI	Increase IHMRI's brand awareness and funding opportunities through positive representation at events	10%	
9.	Focus on continuous process improvement around IHMRI research development activities.	Identify more efficient and effective ways of doing things, with a focus on increased funding and collaboration	Ongoing	
10.	Any other activities necessary to support IHMRI as required.	Collaborate effectively with others to support IHMRI's vision and goals.	Ongoing	
11.	Observe principles & practices of Equal Employment Opportunity		Ongoing	
12.	Have OH&S responsibilities, accountabilities and authorities as outlined at:  <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/">http://staff.uow.edu.au/ohs/commitment/responsibilities/</a>		Ongoing	

**Reporting Relationships:**

Position Reports to:	Research Development Manager
The position supervises the following positions:	Oversight of administrative staff from time to time for projects within the area of responsibility
Other Key Contacts:	IHMRI Chief Executive Officer IHMRI Chief Operating Officer IHMRI Clinical Director Clinicians Researchers

## **Key Challenges:**

1. Balancing competing demands and timeframes whilst supporting multiple stakeholders
2. Engaging IHMRI affiliates in initiatives facilitated by the research development office
3. Encouraging greater collaboration between Researchers, Clinicians and Industry Partners

## **Selection Criteria - Knowledge & Skills:**

Essential:

- A working knowledge of medical and clinical research, particularly research translation
- Strong project management skills and experience in the planning and facilitation of group workshops
- Exceptional stakeholder relationship management skills including strong influencing and negotiating skills
- Knowledge/experience in the commercialisation of health and medical research
- Experience in analysis of data for 'key performance indicator' reporting

## **Selection Criteria - Education & Experience:**

Essential:

- Tertiary qualifications in health, medicine, research or a relevant discipline (PhD preferred).

## **Selection Criteria - Personal Attributes:**

- Excellent verbal communication and networking skills
- Ability to work independently but also be an effective team player
- Excellent problem solving skills with a results oriented mindset
- Great time management and organisational skills
- Excellent attention to detail

## **Special Job Requirements:**

This position is required to work at both IHMRI and the Wollongong Hospital.

## **Roles and Responsibilities in Relation to Workplace Health and Safety:**

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

### **Inherent Requirements:**

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.