

POSITION DESCRIPTION



Position Title	Manager - Neuro Research Services (NRS)
Classification	Senior Management
Responsible to	Deputy Director/Head Business Development
The Position	<p>Neuro Research Services (NRS) provides state of the art rodent phenotyping resources to the Australian neuroscience community. NRS undertakes contract research in behavioural and morphological phenotyping and in the assessment of new therapeutic compounds. Students and scientists access the facility on a fee for service basis. Established in 2004, NRS is located in the Florey Neuroscience Institutes' Parkville campus and enjoys strong connections to the local neuroscience research community. A team of 8-10 staff serves academic and commercial clients throughout Australia and internationally.</p> <p>The position contributes to the goals of the FNI by effectively managing all aspects of the NRS. The role has a significant strategic planning component as the FNI, along with The University of Melbourne and Mental Health Research Institute, plans for co-location within the new Parkville Neuroscience Building.</p> <p>The scope of NRS activities is broad, providing opportunities for a manager to lead a team engaged in projects across a number of disease areas and utilising many experimental techniques. NRS is seeking to expand its range of rodent models through co-development with other groups via new research funding. A quality system has been implemented to improve our ability to consistently produce valid results. We are seeking expansion through delivery of preclinical drug testing to biotech and pharmaceutical companies.</p>
Qualifications and Experience	Demonstrable skills with a minimum of 5 years experience in high level project management role within the research, biotechnology or related sector with formal qualifications in business, management and/or biomedical sciences.

FLOREY NEUROSCIENCE INSTITUTES

To help create one of the world's top 10 neuroscience institutes, the Howard Florey Institute, the Brain Research Institute and the National Stroke Research Institute have amalgamated to form the Florey Neuroscience Institutes (FNI). The FNI has a combined operating budget of \$30m pa and is engaged in a \$205 million project that includes the construction of two new purpose-built state-of-the-art research facilities; one in Parkville and the other in Heidelberg.

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The Mental Health Research Institute and University of Melbourne will co-locate with the FNI in these new facilities. Collectively, they will combine their world-class research skills to aid in the diagnosis and development of more effective treatments for millions of Australians affected by brain disorders every year.

The new facilities at Parkville and Heidelberg will accommodate around 700 staff and students. Together with co-located occupants we will share scientific platforms and seek to improve efficiencies through shared management services.

The best neuroscientists from Australia and around the world will be attracted to these new facilities. Construction should be completed by the end of 2011.

The FNI's corporate statements of intent are:

Our Mission: *To Improve life through brain research*

Our Vision: *To be recognised as a leading international brain research facility*

Our Values: *Innovation and excellence, commitment and passion, integrity and rigour, collaboration and team work*

The Position

Key Responsibilities

Planning and communication

- Maintenance and review of NRS business plan
- Preparation of written reports to funding bodies
- Preparation of funding submissions
- Development of international business links
- Secretary to the NRS Platform Advisory Committee
- Forward planning to meet the needs of FNI users of the facility

Human Resources

- Determine and monitor staffing requirements
- Manage the recruitment process for new staff
- Adhere to the performance development process for all NRS staff
- Ongoing management of all NRS staff

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Financial Management

- Preparation of annual NRS budget
- Monthly monitoring of expenditure against budget
- Determine pricing structure for all NRS service offerings
- Determine and coordinate major equipment needs
Initiate and track invoices for all billable work

Marketing and promotion

- Undertake business development activities to increase the Institute's research revenue
- Maintain NRS website and customer database
- Develop new product/service offerings

Facility management and regulatory compliance

- Ensure compliance to OHS requirements within the NRS laboratories
- Ensure compliance with all animal ethics requirements
- Maintain and monitor NRS Quality Management System
- Planning for and maintenance of the NRS plant and equipment
- Ensure fair and equitable allocation of space and resources to customers
Establish systems for records management and storage

Customer relations

- Project management
- Preparation of quotations and reports
Preparation of commercial contracts.

FNI Business Development

- Projects as directed by the Head of Business Development

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Reporting & Liaison

The position reports directly to the Head, Business Development and works closely with them to effectively manage finances, staff and resources, as well as undertaking business development, to ensure the provision of outstanding services to FNI researchers and external clients. They will liaise with the Director of NRS and FNI Division Heads on a regular basis to ensure the needs of the institute are met. The incumbent will also work closely with

- facility staff in daily management tasks;
- research staff and students;
- animal ethics committee;
- platform management committee; and
- customers from outside the FNI.

Occupational Health & Safety

We all have a role to play when it comes to health and safety in our workplace. The [Occupational Health and Safety Act 2004](#) sets out responsibilities for employers as well as employees, and also provides a framework for dealing with health and safety issues. Employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others as well as co-operate with any measures introduced in the workplace to improve O.H & S and report any incidents/injuries.

Continuous Quality Improvement

Continuous Improvement is an important aspect of all our roles to ensure we assess, review and change our practices in an effort to improve our delivery of research or work processes. Each staff member needs to take an active role in promoting and generating improvement processes within their area and more generally across the organization.

Equal Employment Opportunity

FNI is an equal opportunity employer who encourages diversity in the workplace through flexible work practices and family friendly policies.

Confidentiality and Intellectual Property

An important aspect of your role is dealing with confidential information and aspects of intellectual property as such you will adhere to the Florey Neuroscience Institutes Standard Terms and Conditions on Confidentiality and Intellectual Property, as approved from time to time by the Head Business Development.

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The Person

Skills and Attributes

Essential

- Formal qualifications in business, management and/or biomedical sciences
- Demonstrable skills and experience in high level project management within the research or biotechnology sector (at least 5 years).
- Experience in business development and industry liaison
- Demonstrable ability and experience in the preparation and submission of comprehensive business plans and funding submissions
- Well-developed written and verbal communication skills with ability to develop networks and liaise effectively with industry stakeholders
- In addition, an ability to build collaborations within and beyond your area of immediate expertise
- Exceptional interpersonal skills

Desirable

- Postgraduate qualifications in life sciences or business
- Experience in contract and client management

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Key Performance Indicators

- Development and review of NRS business plan
- Evidence of proactive searching for new funding opportunities
- Efficient management of NRS team to meet demands of the facility, monitor and respond to client needs
- Completion of annual review and performance management with all direct reports
- Delivery of annual budget consistent with FNI strategy
- Website and database updated regularly
- Adherence to all relevant regulatory matters
- Maintenance of and adherence to quality system in delivery of services
- Evidence of fair and equitable access of resources to users

Appraisal

An initial appraisal is conducted 4 months after appointment and on an annual basis thereafter.

I have read, understood and accept the above position description.

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Name

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Name

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Signed
Manager - NRS

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Signed
Deputy Director/Head Business Development

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Date

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Date