

Position Title	Centre Manager, Griffith Head and Neck Centre
Group/Portfolio	School of Medicine and Dentistry, Griffith Health
Classification	HEW 8
Position Number	000
Reports To	Centre Director, Griffith Head and Neck Centre
Employment Type	Fixed-term, 5 years (Foundation funded) Part-time (50% / 0.5FTE)

1.0 Organisational Environment — Griffith Head and Neck Centre

The Griffith Head and Neck Centre (the Centre) is a new joint clinical and academic centre of Griffith University and the Gold Coast Hospital and Health Service (GCHHS), supported in its founding period by the Garnett Passe and Rodney Williams Memorial Foundation. Based in the School of Medicine and Dentistry within Griffith Health, the Centre connects clinical care, education, professional practice and research in head and neck disease across Griffith, GCHHS and regional partners.

Position Purpose

2.0

The Centre Manager is the senior professional-staff role in the Centre and a foundational appointment. The Centre Manager is responsible for enabling the growth and long-term sustainability of the Griffith Head and Neck Centre through strategic and operational leadership, partnership development and coordinated delivery of the Centre's programs.

This is a unique opportunity to help build a new clinical academic centre from its inception. Working directly with the founding Director, the Centre Manager will help shape its strategy and long-term growth. It is not a research-directing role, nor a purely administrative one. The successful candidate will help shape the Centre in its formative years, with scope for the role to grow as the Centre activity expands.

Eligibility Requirements

3.0

Qualifications

- A relevant degree with subsequent relevant experience, or an equivalent combination of relevant experience and education/training.

Essential

- Experience in a cross-domain role spanning operations, business development, partnerships or strategy, ideally within a research, health, university, medical-research-foundation or not-for-profit setting.

- Experience supporting or contributing to successful philanthropic, partnership or commercial funding activities.
- Sound financial acumen, including budgeting, forecasting and financial reporting.
- Strong program and project coordination skills, with the ability to manage competing priorities and deliver to deadlines.
- Excellent stakeholder, communication and relationship-management skills, including the confidence to engage senior academics, clinicians, donors and external partners.
- Demonstrated ability to operate within governance, risk and compliance frameworks typical of universities and/or the public sector.
- Experience leading or supervising professional staff and coordinating the contributions of others.

Desirable

- Proven ability to operate strategically and independently, demonstrating the judgement and initiative to work autonomously in a newly established organisation.
- Experience working with an advancement or development function on major-gift or campaign activity.
- Familiarity with the university–hospital interface, health or medical research environments.

4.0 Key Responsibilities

- **Strategy and growth:** support the Director in developing and delivering the Centre's strategy, business plan and key performance indicators; monitor progress and prepare reporting to the governance bodies and funders.
- **Business development:** identify and develop industry, philanthropic and collaborative funding opportunities; build the case for support and prepare proposals in partnership with Griffith Advancement and the Office for Research; help cultivate and steward relationships with partners, donors and the Foundation.
- **Finance and resources:** manage the Centre's budget, income, expenditure and forecasting within University financial delegations; liaise with Research Funding and Advancement on grant and gift accounting.
- **Program and project coordination:** coordinate the Centre's programs, initiatives and events, tracking milestones, risks and deliverables (major capital and facility works are managed separately).
- **Stakeholder engagement and communications:** act as the operational point of contact across Griffith (School of Medicine and Dentistry, Griffith Health, Advancement, Office for Research), GCHHS and external partners; support the Centre's profile, communications and consumer and community engagement.
- **Governance and compliance:** ensure the Centre operates within University and GCHHS governance, ethics, work health and safety, and reporting requirements.
- **Other duties:** oversee the governance secretariat (delivered with support from the Centre Administration Officer) for the Strategic Advisory Board, Executive Group and Steering Committee.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Lead and promote compliance with relevant legislation and University policies and

procedures, including equity and health & safety and exhibit good practice in relation to same. This may include conducting education programs for staff in legislative changes.

- Lead and promote fair, ethical and professional work practices in accordance with the University Code of Conduct.

5.0 Key Capabilities

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our [Capability Development Framework](#).