

# POSITION DESCRIPTION

## Research Manager



### POSITION DETAILS

Position Title	Research Manager
Classification	HEW 8
Position Number	7014111
School/Office	School of Nursing and Midwifery
Division	Provost

### POSITION PURPOSE

The Research Project Manager will support the ongoing growth of the Translational Research and Social Innovation (TReSI) group within the School of Nursing and Midwifery, with a particular focus on the MECSH Program and the development and implementation of quality business processes, contract negotiation and financial management with national and international collaborating government and non-government organisations.

The Research Project Manager will undertake negotiations with contract partners, contractors, managing contract development and execution, procurement, budget analysis and financial management, tracking of project milestones, key deliveries and regular reporting to Director, TReSI and the School.

The Translational Research and Social Innovation (TReSI) group within the School of Nursing and Midwifery conducts translational research that develops and supports implementation of social and system innovations that ensure that evidence-based interventions reach the people who need them and are implemented with quality. TReSI offers several programs including The Maternal Early Childhood Sustained Home-visiting (MECSH) program which is a structured program of sustained nurse home visiting for families at risk of poorer maternal and child health and development outcomes.

### KEY ACCOUNTABILITIES

1. Project Management
  - o Manage all aspects of the TReSI and MECSH research projects including project planning, data management, database management, and financial management.

- Manage research project budgets including monitoring, analysing, reporting and forecasting income and expenditure.
  - Guide the development of project budgets for external national and international contracts and grant applications.
  - Manage and implement document and data storage via project management tools and in accordance with University policy and NSW and national legislation.
2. Leadership and Stakeholder Management
- Provide effective financial leadership to the Director and TReSi team.
  - Conduct negotiations with service providers and organise associated contractual agreements.
  - Provide information and advice on administrative policy and procedures, as required, to ensure compliance with School and University policies.
  - Liaise with Research Services, Finance and other University Units to ensure consistent application of policy and procedures to provide a consistent approach to strategic and operational matters.
3. Reporting
- Manage the financial reporting of project budgets within TReSI, including production of reports and analysis of revenue, operating funds, research grants and projects, on a two year rolling model for consideration Director, TReSI, Dean and School Manager
  - Prepare research documentation independently minuting meetings, quarterly reports, milestone reports, final reports, and project briefs as required.
  - Maintain the flow of information between Director TReSI, the School and Senior Finance Business Partner.
4. Other duties as required.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A postgraduate qualifications or progress towards a postgraduate qualification in a relevant finance / business management discipline and/or substantial experience working in a senior research financial management role or an equivalent combination of relevant experience and/ or education / training.
2. Experience in financial management of complex projects involving multiple partners including international partners and other academic institutions.
3. Demonstrated experience and specialised knowledge in research project management including reporting and tracking of milestones from commencement to finalisation.
4. Demonstrated experience and excellent writing skills evidenced in in producing highly professional business documents, contracts and project reports.
5. Proven ability to interpret contractual agreements / funding guidelines and monitor compliance with university policy.
6. Demonstrated high level problem-solving skills in relation to managing complex research projects with firm deadlines and financial acuity.

## KEY RELATIONSHIPS

- **This position reports to:** Faculty of Health Research Operations Manager with a dotted reporting line to the Director TReSI.
- **Key internal relationships:**
  - Dean, School of Nursing and Midwifery
  - Director, TReSI
  - Senior Finance Business Partner
  - School Executive members and Academic Staff
  - Research Services
  - Faculty of Health staff
- **Key external relationships:**
  - Funding and research bodies

## CHALLENGES

- Supporting and managing the day to day research business operations of the multiple research projects
- Navigating competing priorities across multiple stakeholder groups while maintaining service quality and meeting deadlines.

## UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
  - Work Health and Safety and Wellbeing Management System
  - Enterprise Agreement or Award
  - Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.
- As a conjoint employee, the relevant policies and procedures of Nepean Blue Mountain Health District

**Approved by: People and Culture Partner (Faculty of Health)**

**Date: 6 May 2026**



