

POSITION DESCRIPTION (INDICATIVE)

Position Title: Executive Director, Illawarra Health and Medical Research Institute

Please note: This is an indicative position description for the role of IHMRI Executive Director. The primary responsibilities, remuneration and conditions of employment for the Executive Director will be negotiated depending on the background, qualification and research interests of the successful candidate. There are opportunities for the Executive Director to engage in clinical research and practice and in laboratory-based research.

Primary Purpose of the Position:

Reporting to the IHMRI Board, the position is responsible for the overall leadership, vision and strategic management of the Illawarra Health and Medical Research Institute (IHMRI), a joint initiative of the University of Wollongong (UOW) and NSW Health's Illawarra Shoalhaven Local Health District (ISLHD). IHMRI provides the primary vehicle and research environment for fostering superior health and medical research outcomes for its two stakeholders and for the Illawarra region.

The Executive Director will engage with the Board to drive the development of IHMRI, develop and implement IHMRI's strategic direction, articulate and promote the IHMRI vision to relevant external stakeholders and oversee and direct research efforts to improve the quality and quantity of IHMRI's research outcomes, including the development of significant projects and external funding sources.

The Executive Director is accountable to the IHMRI Board for the conduct of the company, the direction, development and conduct of IHMRI's research programs, and the leadership, mentoring and support of IHMRI's affiliated researchers and staff. IHMRI's affiliated researchers and staff report to and are accountable to the IHMRI Executive Director.

The Executive Director will work collaboratively with IHMRI's key stakeholders (the UOW and the ISLHD) to shape IHMRI's directions and programs so as to advance research strategies and outputs for IHMRI and also each of the partners.

Position Environment:

IHMRI was established in 2008 as a not for profit company limited by guarantee by its key stakeholders, the UOW and the South Eastern Sydney Illawarra Area Health Service (now superseded by the ISLHD). While supported by its two key stakeholders, IHMRI operates independently under the direction of the IHMRI Board and benefits from core funding provided by the NSW Government in line with its priority to support independent medical research institutes in the State.

Based on the UOW main campus, IHMRI's headquarters incorporate state-of-the-art laboratories as well as an extensive Clinical Research and Trials Unit equipped for independent investigator-lead interventions as well as participation in larger international trials.

IHMRI's research program is broad, inclusive and organised across three key themes:

- Diagnostics and therapeutics
- Neuroscience and the ageing brain
- Chronic conditions and lifestyle.

These broad research themes seek to encourage interdisciplinary approaches and, in particular, to foster collaborative research involving UOW academic researchers and ISLHD clinicians. Through such collaboration, IHMRI strives to promote translation of research findings to improve health outcomes, including within the local Illawarra region.

As a partnership vehicle, IHMRI has developed sound and effective operating relationships with its key stakeholders to support well-managed collaborative efforts. Guided by memoranda of understanding and service agreements between IHMRI and each of its key stakeholders, academic and clinician researchers employed by the stakeholders benefit from the superior research environment and culture an independent medical research institute can offer. Through formal affiliation agreements researchers align their interests with IHMRI's research plans and work under the direction of IHMRI and the IHMRI Executive Director for the purposes of their research. These affiliated researchers are accountable to and report to the IHMRI Executive Director and to the IHMRI Board (via its Scientific Advisory Committee) in relation to their research outcomes and outputs.

IHMRI advances the individual and collective research performance of its affiliated researchers by providing:

- research leadership, mentoring and support structures;
- a full range of research infrastructure, facilities and equipment;
- medical, coordination and nursing services to develop and support clinical research;
- financial and general administration services; and
- communications, promotions and fundraising services.

Research outcomes are monitored against a range of measures including international and national standing, clinical and local relevance, service innovation, research income, grant competitiveness, publications, citations etc., to ensure it achieves its own goals as well as the goals of its key stakeholders. A major objective is to help in advancing the UOW's performance in health and medical research as evidenced by competitive grant funding and publications, while another is to help the ISLHD embed research activity within its services to support clinical innovation and better clinical practice.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome
1	Engage with the Board to drive the development of IHMRI and participate with the Board in the governance of the institute	Highly productive Board/Executive Director relationship and effective governance of the institute
2	Provide overall executive leadership and direction for IHMRI and its programs, in line with strategic directions and plans developed in conjunction with, and approved by, the IHMRI Board.	Enhanced profile and reputation of IHMRI and its research achievements at local, state, national and international levels.
3	Broker and manage strategic relationships and collaborative research partnerships to grow the quality and quantity of research conducted under IHMRI's direction.	Development and maintenance of significant and productive collaborations and projects.

4	Actively engage contacts across academia, clinical practice, government, pharmaceuticals, allied health and related industries to grow collaborative opportunities and secure funding.	Collaborations and partnerships across industries with sufficient funding to produce strong research with commercial/clinical potential.
5	Provide high level leadership, mentoring, management and strategic vision to IHMRI affiliated researchers and research students, staff and research activities.	Affiliated researchers, research students, staff and research activities are effectively aligned to strategic purpose and plans.
6	Provide high-level research leadership and develop and implement effective systems and structures to achieve outstanding research excellence and outcomes.	Growth in the quantity of research (overall research income) and research quality (value of ACGR funding won) within IHMRI's scope.
7	Drive a positive organisational and research culture that encourages and supports excellence, productivity and individual and team performance.	High performance organisation with clear accountabilities for performance.
8	Regularly monitor the performance of IHMRI, its programs, its research leadership, individual researchers and research teams and staff and report outcomes and plans to the Board.	Growth, improvements and development in research and operational performance of IHMRI and its program.
9	Develop and lead a high quality research program in an area of relevance to IHMRI's research themes and actively contribute to research within IHMRI.	Competitive funding, publications in top tier journals and highly regarded research with clinical applications and translation potential.
10	Regularly engage with the Scientific Advisory Committee, partner organisations, leadership team and other relevant advisory groups and individuals.	Key stakeholders are kept advised of progress against strategic objectives and future opportunities.
11.	Develop high-level budgets for approval by the Board and monitor the efficient and effective allocation of resources.	Effectively utilised resources to maximise research outputs and efficiency.
12	Oversee the development and implementation of business plans and initiatives to diversify IHMRI's revenue sources and to advance financial sustainability.	Philanthropic fundraising revenues, diversification of revenue sources and strengthening of the balance sheet.
13	Create an exemplary environment within IHMRI for nurturing higher degrees students.	Research student completions.
14	Communicate and consult with researchers and other staff on workplace and staffing matters.	Direct and positive relationships with staff and effective staff engagement with the organisation.
15	Ensure compliance with all legal, statutory, company and governance requirements and effective management of risk in line with the highest requirements and standards.	Strong compliance culture and risk management systems.
16	Observe principles and practices of Equal Employment Opportunity.	Fair treatment in the workplace.
17	Undertake WHS responsibilities, accountabilities and authorities.	Safe working environment with effective WHS systems and practices.

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which candidates will be assessed as suitable for the position. As such there will be specific job requirements that are referred to as Inherent Requirements. Inherent Requirements refer to one's 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 one's 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 IHMRI to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. IHMRI wants to place you in the best situation to use your skills effectively in the position you are applying for.

Reporting Relationships:

Position reports to:	IHMRI Board through the IHMRI Chair
The position supervises and leads the following positions:	IHMRI Chief Operating Officer IHMRI Theme Leaders, Leaders of Research Groups
Other key internal contacts:	IHMRI operations staff and researchers

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
IHMRI Board Chair and Directors	Regular and ongoing
IHMRI Scientific Advisory Committee	Quarterly
NSW Health executives	Monthly
ISLHD senior executives and clinicians	Regular and ongoing
UOW senior executives and deans	Regular and ongoing
Funding agencies/external research partners	Six-monthly

Key Challenges:

- Fostering and continually developing a collaborative environment that brings together researchers and clinicians in a recently established Institute;
- Building and maintaining relationships with key stakeholders geared towards the achievement of the IHMRI's strategic goals and those of the stakeholders;
- Building and maintaining a vibrant and exciting climate for both academic and clinician researchers, research students and operations staff;
- Advancing IHMRI as a financially sustainable and independent institute with growing revenue sources.

Other roles and representations:

It is acknowledged that there may be benefits and synergies arising from dual appointments and the IHMRI Executive Director may undertake secondary roles within the key stakeholders to realise such benefits and synergies subject to the approval of the IHMRI board. The responsibilities and accountabilities for any other roles undertaken by the IHMRI Executive Director will be clearly articulated, and delineated from this role description, in documented role specifications agreed between IHMRI and the key stakeholders as applicable.

SELECTION CRITERIA - Education & Experience:

- Relevant post-doctoral qualifications or medical credentials in a relevant discipline
- An outstanding health and medical research track record of international standing
- Demonstrated strong track record of industry, government and funding body engagement that translates to funding success, especially competitive grant success
- Demonstrated experience managing, leading and mentoring staff within multidisciplinary research and/or clinical practice settings
- Demonstrated experience in overseeing resource allocation and a substantial budget in a research environment.

SELECTION CRITERIA - Knowledge & Skills:

- Demonstrated outstanding strategic leadership skills
- Outstanding interpersonal skills and mentoring abilities

Personal Attributes:

- Entrepreneurial and innovative outlook on research development
- Engaging and inclusive style for leading and mentoring diverse teams and individuals
- Energetic and visionary with a desire to build and drive successful outcomes.

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____

ILLAWARRA HEALTH & MEDICAL RESEARCH INSTITUTE

Governance & Operating Structure Diagram

