

Job Description



Position Title	Operations Manager, Centre of Research Excellence	Level	C
Reports to (role)	Chief Data Scientist, Indigenous Genomics	Career Stream	Program
Team	Indigenous Genomics		
Location	The Kids Research Institute (Adelaide or Perth)		

PURPOSE OF POSITION

Reporting to the NHMRC Centre of Research Excellence (CRE) Lead Investigator, the Operations Manager will develop and implement the CRE's business/operation plan, budgets and key deliverables. The Operations Manager will ensure the CRE's key deliverables are successfully achieved, including outlining and executing capacity building initiatives across collaborating institutions, relationship and contract management involving multiple partners and stakeholders, aiding in the recruitment of students and staff, financial management of capacity building program budgets, working with related National Indigenous Genomics research programs. The Operations Manager will work with the CRE Lead Investigator to ensure the achievement and monitoring of activities, communications functions, risk identification and reporting requirements of the program.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Operations Management	<ul style="list-style-type: none">• Manage the implementation of the operational plan, including KPIs, budgets, risks and reporting requirements.• Provide secretariat support and participate in advisory, steering groups and other key committees as required.• Manage the multi-institutional agreement and all other agreements required to support CRE activities.• Identify and manage the CRE's research translation activities/outcomes, and contribute to the development of national Indigenous genetic health and genomic	<ul style="list-style-type: none">• Ability to simultaneously coordinate and deliver multiple projects/strategic opportunities, which may be complex and interconnected.• Operational activities and policies are aligned with CRE strategic and operational plans.• Reporting systems co-developed and effectively utilised.

	<p>research policies developed through the Indigenous Genomics team.</p> <ul style="list-style-type: none"> • Develop and co-ordinate CRE capacity building events (workshops, discussion forums and annual meetings) in partnership with other related National Indigenous Genomics projects. • Prepare and submit all required reports (NHMRC, MRFF, other funders). • In consultation with the Lead Investigator and other key Indigenous Genomics staff, develop a reporting system that tracks CRE milestones and outcomes. • In consultation with the Lead Investigator and other CRE Investigators, co-design an evaluation and impact framework that can measure CRE research progress, capacity building success and benefits for Aboriginal and Torres Strait Islander peoples. • Provide operational advice and support to CRE collaborators including the co-development of policies, governance structures, Indigenous data sovereignty models, capacity building programs and co-ordination activities. • Provide support in developing applications for funding future Indigenous capacity building programs. • Undertake domestic travel as required 	<ul style="list-style-type: none"> • Evaluation and impact framework developed and effectively utilised. • Feedback from event participation such as exit surveys. • Compliance with Institute policies. • Formal and informal feedback from internal and external stakeholders.
Communications	<ul style="list-style-type: none"> • Manage effective communication with other national Indigenous Genomics program staff (ALIGN, CONNECT etc) to ensure advice provided and decisions made are well informed and based on evidence or best-practice. • Effectively communicate with, and influence, a wide range of stakeholders to drive the project's initiatives and impact. • In consultation with the Lead Investigator, develop a communications strategy. • Develop a website for the CRE, social media channel/s, newsletter etc, and source and develop content to promote the CRE activities and opportunities. 	<ul style="list-style-type: none"> • High quality of written communication. • Strong communications strategy developed and deployed.

Leadership	<ul style="list-style-type: none"> • Monitor the allocation and direct the resources within the team to ensure the achievement of deliverables. • Hold direct reports accountable to their responsibilities and results. • Manage people fairly and equitably, with appropriate escalation and consultation with the P&C team, and in line with policy and procedures. • Ensure any actual or potential workplace conflict within the team is addressed and approached in a respectful, positive manner for effective resolution, or appropriate escalation as required. • Lead by example by demonstrating behaviours that are respectful, promote equity and inclusion for all and create a psychologically safe environment. • Foster a culture of transparent, effective, timely and appropriate communication with direct reports and other stakeholders to ensure advice provided and decisions made are well informed and understood. • Effectively manage change management processes, encouraging innovation and continuous improvement. • Have regular 1:1 conversations with direct reports to enable effective two-way feedback. • Support the professional development of employees through coaching, mentoring, training and collaboration opportunities. 	<ul style="list-style-type: none"> • Direct reports understand and embrace organisational culture, directions, goals and client service ethos. • Direct reports are aware of their responsibilities, expectations and performance in their roles. • Direct reports feel supported, engaged and safe to raise concerns.
Workplace Safety	<ul style="list-style-type: none"> • Ensure effective management, monitoring and awareness of the Institutes health and safety risks as well as support its regulatory and compliance obligations in accordance with WHS legislation. • Lead and champion behaviours that uphold the health and safety of all Institute people and operations. • Understand, anticipate and manage key HSW risks for all Institute activities in area of responsibility. • Facilitate work design, environments, systems and allocate resources to 	<ul style="list-style-type: none"> • Employee Engagement surveys reflect our commitment to health, safety and wellbeing outcomes. • Critical Risks and agreed actions pertaining to area of responsibility are understood and managed <u>pro-actively</u>. • Open and transparent reporting of health, safety and psychosocial

	manage psychosocial hazards and promotes a safe, healthy and inclusive workplace.	incidents within area of responsibility.
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ESSENTIAL CRITERIA

This opportunity is offered in accordance with section 51 of the Equal Opportunity Act 1984 and candidates of Aboriginal and Torres Strait Islander descent who meet the selection criteria for this role will be prioritised for appointment.

Qualifications:	<ul style="list-style-type: none"> • Master's degree or higher in Public Health, Indigenous Healthcare, Genomics, Biomedical Research or other relevant discipline strongly preferred, combined with significant relevant experience.
Essential Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Highly organised with project management skills and experience. • Demonstrated problem solving and communication skills. • Highly collaborative, be a strong team player and able to manage multiple ongoing projects. • Prior experience working in at least some of the following areas: <ul style="list-style-type: none"> ○ Primary care and/or Aboriginal Community-Controlled Healthcare environments ○ Public Health policy and implementation ○ Precision Medicine and Genomics-based Medicine
Desirable Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Knowledge and understanding of health and social issues relating to Aboriginal and Torres Strait Islander people and its contemporary impact.

DIRECT REPORTS	Nil, but will grow with project.
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Approved by:	Jimmy Breen
Date approved:	30.09.25
Reviewed by P&C:	30.09.25