ROLE DESCRIPTION

Role: Research Manager, Cerebral Palsy Alliance Research Institute
Reports to: Head of Research, Research Institute
Role Family: Research Level: AH5

Organisational Context

Cerebral Palsy Alliance is the largest non-government provider of disability services in NSW, providing a range of services to people with cerebral palsy and other disabilities. These include accommodation, therapy, technology, employment, community access and support. Services currently operate in a highly decentralised model through 55 separate outlets.

Cerebral Palsy Alliance’s corporate offices are based at Allambie Heights. Their primary function is to provide the organisation with the necessary resources and support that will assist all operational areas to achieve Cerebral Palsy Alliance’s overall mission and strategic direction.

The Research Institute is the research unit of Cerebral Palsy Alliance. The Research Institute’s purpose is: research development and dissemination, leading to prevention, and reduction of adverse effects for those living with cerebral palsy now and for future generations. The Research Institute is responsible for the operation of the Australian and NSW Cerebral Palsy Register; coordination of the Research Foundation of Cerebral Palsy Alliance’s grants program and conducting new cerebral palsy research initiatives.

Purpose, Nature and Scope of the Role

The purpose of the Research Manager’s role is to contribute to the objectives of the Research Institute by: managing and delivering high quality research projects, with senior researchers overseeing the work; along with supervising and delegating to staff; and assisting the fundraising department to maximise revenue raising.

Organisational Relationships & Staff Establishment:

This role reports to the Head of Research. The Head of Research reports to the Chair of Cerebral Palsy, who reports to the CEO.
Core Competencies of the Role:

- Organisational Knowledge
- Leadership/Teamwork
- Interpersonal Skills/Communication
- Problem Solving/Decision Making
- Legislation/Standards/Practice
- Service Delivery

Professional Learning and Development

Cerebral Palsy Alliance has a strong commitment to providing our employees with evidence-based, responsive professional development which includes the delivery of nationally accredited courses through its Registered Training Organisation.

It is compulsory for all new employees to complete Cerebral Palsy Alliances, Orientation and Induction Program in accordance with the current Training Alliance Learning Calendar. For further information please visit Training Alliance calendar.

Each employee must also ensure that learning and development, as outlined in the Annual Performance Appraisal, including knowledge of current Cerebral Palsy Alliance policies and procedures, is maintained.

Interpersonal Relationships:

**Internal:**

- Chair of Cerebral Palsy
- Head of Research, Research Institute
- Research Fellow, Research Institute
- Post Doctoral Fellows, Research Institute
- Research Associates and Assistants
- Team members
- Consultants for Allied Health
- Head of Marketing and Communications and Head of Partnerships and Events

**External:**

- International and national research collaborators
- Donors
- Relevant hospitals and health services
- Relevant tertiary institutions
- Research Institutes
- Participants and families of research project
- Staff at the sites of research project
- Other relevant agencies
Role Dimensions:

Staffing:

Direct Reports: 7
Indirect Reports: nil
### Accountabilities

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<th>Core Competencies</th>
<th>Competency Descriptors</th>
<th>Performance Outcomes</th>
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| **Organisational Knowledge** | - Has a thorough working knowledge of the mission and values of Cerebral Palsy Alliance and the Research Foundation of CPA.  
- Has a thorough working knowledge of Key Result Areas and Strategies of Cerebral Palsy Alliance and the Research Foundation of CPA.  
- Has a thorough working knowledge of sector, state, national and international issues that impact on services.  
- Has thorough working knowledge and application of CPA policies and procedures. | - Understands and demonstrates through their behaviour, the rationale and intent of the organisation’s mission and values.  
- Demonstrates an understanding of the organisation’s Strategic Plan through the implementation of appropriate strategies that reflect the Key Result Areas.  
- Participates in the development of Strategic Plan and subsequent action plans as required by the Chair of CP/Head of Research  
- Is able to demonstrate comprehensive working knowledge of the trends and issues relevant to children and adults with disabilities and their families  
- Has a thorough working knowledge of the organisation’s policies and procedures and implements such policies and procedures  
- Able to list key research and evidence issues in own professional field from a national and international perspective  
- Advises research staff on organisational, policy, clinical, and legislative issues relevant to the research evidence, to assist in the preparation of organisational responses and policies to demonstrate awareness of all relevant research literature |
| **Leadership/Teamwork** | - Provides formal supervision to staff and models behaviours that support a firm commitment to research and evidence based practice.  
- Provides leadership on complex policy or practice issues. | - Actively promotes the organisation as a leader in information on cerebral palsy and disability through sound project management, presentations and participation at appropriate external gatherings and through supporting research staff to develop publications in relevant journals and newsletters  
- Identifies opportunities for contributing expert research knowledge and advice to the workplace and to organisational education activities in collaboration with research staff |
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<td>Interpersonal Skills/</td>
<td>• Is aware of, and maintains appropriate communication channels with all key staff, clients/families and stakeholders both within and outside CPA, Research Institute and Research Foundation.</td>
<td>• Promotes cooperative strategies between researchers and policy makers</td>
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<td>Communication</td>
<td>• Drafts reports on sensitive/complex issues or projects.</td>
<td>• Establishes high standards around data integrity</td>
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<td>• Builds on established networks, both internally and externally.</td>
<td>• Ability to coordinate managing changes in data collection policy and in the data items when there are a number of stakeholders holding divergent views.</td>
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<td>• Able to negotiate effectively on a wide range of issues.</td>
<td>• Demonstrates emergent expert knowledge of and specific skills in area of research specialty</td>
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<td>• Positively identifies commonalities and differences and reconciles conflicting priorities and objectives.</td>
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<td>• Takes responsibility for the timely provision of advice and assistance</td>
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| Problem Solving/ Decision Making /Research | • Identifies operational and/or strategic issues that impact widely across the organisation.  
• Uses advanced professional/technical practices to identify and resolve problems  
• Develops and implements strategic solutions.  
• Evaluates alternatives and provides appropriate reports/recommendations | • Documented evidence demonstrates active support of research projects as agreed with the Research Institute  
• Manages and coordinates day to day activities including prioritising workloads, directing workflow and reallocating resources to meet competing needs.  
• Documented evidence demonstrating liaison with relevant staff at Cerebral Palsy Alliance, researchers and consumers |
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| Legislation/ Standards/ Practice | • Maintains a detailed working knowledge of all standards and relevant government legislations e.g. OH and S, Disability Services Standards and Disability Services Act, NHMRC National Statement  
• Advises on relevant alignment of changes in practice at across region and/or relevant strategic issues | • Demonstrates working knowledge of DSS and DSA, NHMRC National Statement and Privacy laws and conducts and promotes research that reflects these standards  
• Works within OHS requirements, policy and procedures e.g. attend fire drills, manual handling training, uses accident and incident report forms.  
• Documented evidence of supporting the development and usage of Ethics Committee policies and procedures reflecting NHMRC National Statement.  
• Accurate log generated of approved research activities to promote sound ethical and liability monitoring, to promote the principle of ‘do no harm’.  
• Actively participates in working parties, relevant professional groups/external groups and provides organisational feedback in collaboration with research staff to improve research and ethics standards as a representative of the Cerebral Palsy Alliance.  
• Supports research staff with preparing advice for senior management on organisational, policy, clinical, and legislative issues relevant to the research evidence, and organisational responses and policies demonstrate awareness of all relevant research literature.  
• Supports research staff with gathering relevant information to prepare for the interpretation of various Government policies and regulations and ensuring the Research Institute’s work practices comply with these requirements. |
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| Qualifications/Experience | - Has a doctoral degree  
- Demonstrates experience and personal commitment to delivering and participating in ongoing professional development activities.  
- Actively participates in and has links with relevant professional body. | - Has completed doctorate qualifications  
- Has working knowledge of the impact of disability on people’s quality of life and participation  
- Has strong track record in quantitative research methods  
- Documented evidence of attendance in professional development activities, including at least 2 conferences/courses/seminars annually  
- Documented evidence of involvement in special projects and quality improvement activities.  
- Ability to meet the continued demand for improved data quality in short timeframes.  
- Membership and/or registration with professional bodies are maintained and documented.  
- Knowledge of and conforms to own professions’ ethical code of conduct |
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| Service Delivery / Management | • Establishes the cerebral palsy research to support the Research Institute strategic plan and ensures professional practices are properly integrated.  
• Provides expert level advice and service to other professional staff on a range of areas within the disability field and specifically cerebral palsy.  
• Employs the principles of evidence base practice to initiate systematic reviews and critical appraisals to provide clinical practice guidelines to practitioners. | • Coordinates the provision of research advice and mentoring in a flexible model that reflects the needs of stakeholders, researchers, policy makers and CPA staff.  
• Coordinates research using a person centred and interdisciplinary approach.  
• Supports the identification of service improvement opportunities and provides support to action these recommendations within a best-available evidence framework.  
• Coordinates research activities in a way that reflects a worldview of promoting optimal quality of life for people living with disabilities.  
• Contributes to a culture of research and information sharing. |
Unique role requirements:
We are seeking a highly organised researcher with doctorate qualifications who is interested in pursuing a career in cerebral palsy research that:
- Coordinates the overall administration of research, including acquisition of grant funds
- Delegates tasks to appropriate individuals
- Evaluates the quality and efficiency of others work
- Identifies key people for certain projects
- Liaises with the heads of other departments, like people learning and culture or accounting, for overall efficiency and streamlining
- Reports to appropriate individuals on key issues in the Research Institute

Management
- Manages the research service to meet the needs of internal and external customers
- Line manages the research team, assuming responsibility for performance management and recruitment of early career researchers, to ensure that team objectives are met
- Manages and prioritises workloads to ensure the team provides a quality research service
- Maintains a full knowledge of all ongoing research so that any crossover can be identified and opportunities can be fully maximised
- Identifies the tasks that need to be done to deliver plans, and manages their delivery by the team
- Prioritises team tasks in the context of organisational need and the availability of resources, in collaboration with the Head of Research, Chair and CEO

Leadership
- Represents the Research Institute on or to appropriate internal and external bodies
- Maintains high levels of interaction with internal colleagues
- Manages collaborator relationships throughout research projects and on an ongoing basis by taking a lead role in all meetings and communications
Teamwork
- Works as part of a team to ensure that the overall objectives are achieved
- Works within the strategic framework and reporting systems
- Undertakes research as necessary
- Undertakes other tasks as necessary to contribute to Institute’s objectives

Project Coordination
- Creates, implements and continuously develops systems for conducting research, obtaining grant funds and ensuring quality
- Assumes overall responsibility for: the preparation of protocols, Case Report Forms, finalisation of monitoring and data management options (either in-house or external), ethics committee approvals, development and overseeing of recruitment strategies, the provision of clinical trial materials, trial management, smooth monitoring of all trials and financial management of studies according to the research budgets
- Manages research projects including proposal writing, grant writing, set-up, project management, analysis, and budget acquittals

Grants
- Manages the Research Institute’s external grant application process, including liaison with legal, finance and the University’s grant office

Reporting
- Co-ordinates progress reports for the Institute, by ensuring detailed and systematic records of all aspects of research activity including internal and external grants, higher degree student’s progress etc. are maintained for multiple purposes including annual review reports
Summary of knowledge, skills, experience and values

Essential:

- Doctoral qualification in healthcare, e.g. allied health, nursing, medicine, epidemiology.
- Experience of managing staff.
- Experience in grant writing and successful grant acquisition.
- Experience in project management; designing and implementing systems and procedures; and preparing and delivering against agreed plans.
- High-level organisational skills the ability to successfully manage competing priorities and co-coordinate multiple tasks in a pressurised environment.
- Excellent written and oral communication skills, with the ability to: understand customer needs and adapt where necessary; negotiate; and communicate at all levels with stakeholders effectively.
- Strong attention to accuracy and detail.
- High-level proficiency in computer literacy in Word, PowerPoint, Excel, SPSS and EndNote.
- Current unrestricted driver licence and willingness to travel.

Desirable

- Active involvement in cerebral palsy research.
- A track record in obtaining research funding.
- Experience in managing budgets.
- Experience in managing research teams and projects.
- Experience in PhD student supervision.

Signed.................................... Manager Date........................................