

Position Description

Position Title:	Manager Research Operations and Strategy
Reports to:	Chief Medical Officer
Department:	Research and Ethics Unit
Directorate:	Medical Services
Cost centre:	P0904
Code & classification:	HS8
Employment conditions:	Victorian Public Health Sector (Health and Allied Services and managers & Administrative Workers) Single Interest Enterprise Agreement 2021-2025 and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Manager Research Operations and Strategy is responsible for the overall leadership, strategic and operational performance of the Research & Ethics Unit (the Unit) as well as overseeing research governance of GV Health. This involves ensuring the highest level of research governance, a sound and sustainable financial position, strong staff engagement and support and effective relationships with researchers and other key stakeholders for GV Health.

The Manager Research Operations and Strategy will support the strategic and operational development of research activity across all clinical disciplines and professional groups at GV health and resolve complex issues related to the operational aspects of the research activities.

The Manager Research Operations and Strategy will determine and implement business strategies to ensure achievement of GV Health operational goals as they relate to research. This includes making appropriate judgements, identifying environment and business challenges for current and future years and developing business strategies and operational plans for the service.

The Manager Research Operations and Strategy is responsible for the establishment and ongoing governance and regulation of research and for ensuring internal and external governance requirements are adhered to. The role will also be involved in the high-level strategy for strengthening the collaboration between GV health and the University of Melbourne

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to the following:

Strategic Planning and Leadership

- Play a leadership role in conjunction with the Chief Medical Officer to deliver the GV Health Research Strategic Plan.
- Play a lead role in the future planning for strengthening the relationship and collaboration between GV Health and the University of Melbourne.
- Define core business strategies for implementation of major strategic change.
- Develop strategic business partnerships to assist in delivering the research strategy.
- Lead by example to deliver organisational change management openly and collaboratively.
- Lead the development of sustainability driven initiatives that will deliver revenues to benefit the research community and research infrastructure.
- Develop systems that will assist with the measurements and evaluations of research performance including health outcomes and their impact in the clinical environment.
- Participate in the planning for future research facilities at GVH and partner sites.
- Ensure the senior leadership for research at GVH are kept abreast of Health & Medical Research environmental changes locally, nationally and internationally.
- Lead the development of proposals required to respond to external factors which may impact on research activity at GVH.
- Implement the Research Strategic Plan through working collaboratively with the senior research leadership team and other internal and external stakeholders as required.
- Develop and implement the operational plan including key performance indicators measured and reported on a monthly, quarterly and annual basis.
- Demonstrate leadership through developing a culture of accountability and transparency within the research office and research community.
- Develop, implement and maintain system and process improvements that deliver operational excellence across the services of the Unit.
- Oversee the management of all research related policies to ensure they are responsive to changes in research management, public policy and the political environment.
- Acquire and implement systems and processes that ensure managers and staff can effectively and efficiently manage and balance research operational and financial needs.
- Ensure that research at GVH maintains a high public profile in public and private sector networks and organisations that represent the most likely sources for achieving the goals of GVH.

Strategic Planning and Leadership

- Maintain and optimise the Clinical Trials Governance Framework for GVH and ensure compliance with necessary state and federal requirements.
- Ensure all research management systems are maintained in accordance with each relevant regulatory framework.
- Oversee and manage the systems and operations of the Human Research Ethics Committee and any sub committees.
- Ensure compliance with NHMRC National Statement on Ethical Conduct in Research Involving Humans and Code of for the Responsible Conduct of research, all state and national privacy laws and all other legal and regulatory guidelines governing the conduct of human research.
- Comply with all OH&S requirements including safety inspection checklists, discussing OH&S agenda items during meetings, return to work plans process and addressing workplace bullying and violence issues as they arise.
- Ensure the timely notification and management of complaints, incidents and related issues for research.
- Ensure that all risks relating to GVH research are identified and documented

- Lead and manage the Unit to support research activities across GV Health
- Recruit new staff in line with hospital policy and delegations and ensure all new staff are appropriately orientated into the hospital and the department / program area
- Lead and implement a high-performance team development program including annual performance reviews.
- Ensure all staff have up to date position descriptions and are credentialed in line with legislative and hospital requirements
- Ensure the health, safety and well-being of all staff members within the Unit.

Quality & Safety Management

- Maintain and optimise the Clinical Trials Governance Framework for GVH and ensure compliance with necessary state and federal requirements.
- Ensure all research management systems are maintained in accordance with each relevant regulatory framework.
- Oversee and manage the systems and operations of the Human Research Ethics Committee and any sub committees.
- Ensure compliance with NHMRC National Statement on Ethical Conduct in Research Involving Humans and Code of for the Responsible Conduct of research, all state and national privacy laws and all other legal and regulatory guidelines governing the conduct of human research.
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- Ensure the timely notification and management of complaints, incidents and related issues for research.
- Ensure that all risks relating to GVH research are identified and documented

Human Resource Management

- Lead and manage the Unit to support research activities across GV Health
- Recruit new staff in line with hospital policy and delegations and ensure all new staff are appropriately orientated into the hospital and the department / program area
- Lead and implement a high-performance team development program including annual performance reviews.
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KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

Essential:

- Relevant tertiary qualifications or equivalent experience in a senior leadership and management role involving research activity.
- Demonstrated experience in the operational management of a complex research organisation.
- Extensive relationships with relevant external stakeholders and ability to foster relationships
- Demonstrated ability in strategic, operational, financial and human resource management

- Demonstrated ability and experience with the implementation of change initiatives lead by organisational wide change, including cultural, organisational and work practice changes

Desirable:

- Able to build and enhance internal and external partnerships / relationships
- Demonstrates a pragmatic, flexible and “can do” approach
- Able to demonstrate how to balance competing and conflicting priorities
- Able to demonstrate good time management and prioritising

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful achievement of:

- Demonstrating of GV Health CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;

ALL GV HEALTH STAFF ARE REQUIRED TO

- Demonstrate GV Health’s CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children’s Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;

- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Medical Services	Manager Research Operations & Strategy
Reviewed by:	Director Medical Services
Issue Date:	November 2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)