



Position Description

POSITION TITLE:	Research Imaging Program Manager
LOCATION:	SAHMRI, North Terrace
REPORTS TO:	Head of Imaging/Director CRIC
DEPARTMENT:	Clinical and Research Imaging Centre (CRIC)

PURPOSE AND SCOPE OF THE POSITION

The role will be responsible for coordinating strategic activities of the centre to ensure sustainable delivery and utilisation of research imaging capabilities. In conjunction with the Head of Imaging Technologies, Modality Platform Leads, and other members of CRIC, the Research Imaging Program Manager will support the progress of research studies through a range of operational functions including contract development, financial and human resources and the coordination between shared services, governance and research teams. The role will involve liaising internally and externally with researchers, healthcare professionals, industry partners, and regulatory bodies to foster collaboration and enable impactful discoveries.

The role will report to the Director CRIC and will interface with SAHMRI shared services including research governance, finance and accounts, human resources, information technology and marketing.

There are no direct reports to this role, but the Research Imaging Project Manager will support the Director in the supervision of approximately 6-8 direct and 15 indirect staff working within CRIC including a private partnership model.

KEY RESPONSIBILITIES

The specific duties include:

- Collaborate with Director, Head of Imaging Technologies and senior leadership to develop and refine program goals, objectives, and key performance indicators.
- Execute research and business strategies while responding to emerging trends and regulations with innovative and efficient approaches to service development and delivery.
- Deliver specialised management and administrative support to ensure efficient operation of the unit and effective delivery of CRIC research projects and trials.
- Manage pre-trial functions including feasibilities, preliminaries, contracts, invoicing and coordinating meetings.
- Oversee the CRIC portfolio against research ethics, regulatory and compliance standards and sponsor requirements, including reports and recommendations on performance outcomes, issues and risk mitigation
- Establish robust tracking mechanisms for research imaging projects ensuring they remain within budget and on time.
- Work with modality platform leads and SAHMRI finance to ensure appropriate costing of projects including contracts for commercial trials and appropriate resource allocation.
- Analyse and report on resource utilisation and performance data.
- Coordinate team meetings and foster constructive methods to promote positive practice.
- Cultivate and maintain effective collaborative relationships with stakeholders including the National Imaging Facility, state and federal governments, health services, public and private organisations and the general public.



- Implement effective training activities for staff and identify opportunities for external programs and conferences to ensure CRIC activities remain innovative and professionally conducted.
- Participate in relevant training and development activities, decision making processes, and review of CRIC imaging policies and procedures
- Participate in special projects to continuously improve processes, tools, systems and organisation.
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work.
- Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines.
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy**.

SPECIAL REQUIREMENTS

- Some out of hours work may be required.
- DCSI Employment Screening may be required.



Person Specification

QUALIFICATIONS

The background of candidates may reflect:

- (a) degree in Clinical Research, Health Science, Allied Health or other related discipline with substantial experience in a business/unit management role; or
- (b) degree in Health or Business Management with experience in a health and medical research environment; or
- (c) equivalency.

EXPERIENCE, KNOWLEDGE AND SKILLS

- Understanding of the health and medical research environment in South Australia.
- Demonstrated ability to work effectively under limited professional direction and apply initiative, sound judgement, knowledge and professionalism to achieve positive and effective project outcomes.
- Proven capacity to consult and communicate as part of a multi-disciplinary team.
- Well-developed ability to supervise and motivate a team in a complex and challenging environment, undertake effective delegation and review, develop and implement changes to work practices on an ongoing basis
- Proven experience in managing the delivery of specialised business and administrative support functions, projects and activities, including contributing to the delivery of planning, policy, detailed reporting and quality management processes.
- Experience balancing a broad portfolio of responsibilities within a medical research, pharmaceutical, health care, paramedical, or other related environment.
- Experience in working with computerised information systems and/or statistical packages, preferably within a clinical environment, or with translatable application to clinical research and health fields.
- Experience and understanding of leadership and management principles.
- Demonstrated knowledge of research application within a clinical research environment including experience with at least one of National Statement on Ethical Conduct in Human Research (2023), Australian National Safety & Quality Health Service Standards or Good Clinical Research Practice
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
 - **Excellence** – Bold, Driven, Dynamic
 - **Innovation** – Persistent and Focused
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun

LICENCES

- Current Driver's Licence may be required