



Position Description

| | |
|-----------------|--|
| POSITION TITLE: | Business Manager |
| LOCATION: | SAHMRI North Terrace |
| REPORTS TO: | Co-Theme Leaders, Aboriginal Health Equity Theme |
| THEME: | Wardliparingga - Aboriginal Health Equity Theme |

WARDLIPARINGGA – ABORIGINAL HEALTH EQUITY THEME

At the South Australian Health and Medical Research Institute (SAHMRI), we are committed to achieving innovative, ground-breaking health and medical research that fundamentally improves the quality of life for all people.

SAHMRI is located on the lands of the Kaurna people who are the traditional custodians of Adelaide and the greater Adelaide region. SAHMRI works with traditional custodians across South Australia, Australia, and globally. The Wardliparingga Aboriginal Health Equity Theme (AHE) at SAHMRI is a leading national Aboriginal and Torres Strait Islander-led unit dedicated to wellbeing and achieving health equity among Aboriginal and Torres Strait Islander peoples in Australia through quality and safe health and medical research.

This role is required to collaborate with Aboriginal and Torres Strait Islander people living on the lands of all traditional custodians across South Australia, Australia and potentially globally.

Wardliparingga's [research programs](#) respond to community identified priorities and are underpinned by [fundamental principles](#) of research conduct as prescribed by Aboriginal and Torres Strait Islander communities. Over the last decade, we have established relationships and worked in partnership with Aboriginal communities, groups and organisations who we are ultimately accountable to. We have a strong program of applied research, we are a multidisciplinary team and we are committed to producing rigorous evidence and demonstrating improvements in health care access and delivery by using, adapting and developing appropriate research methods. For more information about Wardliparingga Health Equity Theme, please visit [SAHMRI | Aboriginal Health Equity](#).

PURPOSE AND SCOPE OF THE POSITION

The Business Manager position reports to the Co-Theme Leaders, Aboriginal Health Equity. The role will manage research support functions under the direction of the Co-Theme Leaders, including grant preparation, human resourcing, financial and legal management, and reporting. The role will interact with a range of external stakeholders including representatives from the NHMRC and other funding bodies, collaborating academic, government and contract research organisations. Significant engagement with Aboriginal services, communities and research organisations is a core responsibility.

The Business Manager is responsible for ensuring all required resources are available and that effective and efficient systems are in place to enable the Aboriginal Health Equity, Wardliparingga leadership to conduct their research to the highest standards. This is to be done by leveraging support from SAHMRI corporate services and research resources where available. Supervisory delegation for this role will be at the discretion of the Co-Theme Leaders.



KEY RESPONSIBILITIES

The specific duties include:

- Providing project management support in financial management, ethical standards and reporting.
- Overseeing the business activities of the Theme, including general operational support, assistance with establishing contracts, business development and contract management.
- Assist in recruitment activities for the Theme.
- Liaise within SAHMRI for finance, HR, legal and other essential corporate and administrative supports to the Theme.
- Maintain accurate business and research documentation, including financial records and legal agreements.
- Ensure theme wide policies and procedures are managed and maintained appropriately, and in a timely manner.
- Communication management to external and internal stakeholders.
- Key milestone coordination and management across the Aboriginal Health Equity theme, including report preparation and editing, for internal and external reporting.
- Contract management, in consultation with the SAHMRI Legal Counsel.
- Identify and escalate any high or extreme risk to the Program Lead and Co-Theme Leads, that may be of relevance.
- Facilitate collaborative and productive relationships with key government and research partners.
- Maintain high levels of confidentiality in accordance with the privacy act and government regulations.
- Ensure research activities and other outputs are compliant and aligned with the [Australian Code for the Responsible Conduct of Research](#) and working to the principles of the [South Australian Aboriginal Health Research Accord](#).
- Support the mentorship, training, professional development and/or supervision of trainees, undergraduate, post graduate research students, peers and senior program leads as applicable.
- Contribute to and participate in Wardliparingga Theme initiatives, including 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 Wardliparingga' s work, the broader institutes 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 and Police Checks are required.
- Extensive travel intrastate, including to urban, regional, or remote parts of South Australia will be required.



Person Specification

QUALIFICATIONS

- Undergraduate or tertiary qualifications in business, social sciences or relevant health sciences discipline or equivalent experience and/or equivalent experience at senior levels in government and/or Aboriginal community-controlled organisations.

EXPERIENCE, KNOWLEDGE AND SKILLS

- Experience in the conduct and coordination of health research.
- Knowledge and experience gained working in health, academic or relevant industry group.
- Experience in Aboriginal health research.
- Business and financial management skills.
- Experience in managing staff, including recruitment, training and performance management.
- Experience in contract management.
- Knowledge of systems and processes to support the collation and management of high-quality data and accuracy in health research.
- Knowledge of confidentiality and privacy laws and guidelines relevant to medical research.
- Knowledge of Aboriginal culture and health issues or the ability to quickly acquire this knowledge.
- Strong relationship management and collaborative skills; able to establish rapport with others quickly.
- Knowledge of relevant regulations, codes of research practice and policies.
- Capacity to build trust, manage relationships and establish rapport effectively.
- Exemplary interpersonal, written and oral communication skills, including at publishable standard.
- Good attention to detail.
- Proficient in the use of Microsoft Office suite of products.
- Experience and competence with qualitative or quantitative analysis software would be desirable.
- Well-developed analytical and problem solving skills.
- 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:
 - **Innovation** – Bold, Driven, Dynamic
 - **Excellence** – Persistent and Focused
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun

LICENCES

Current Driver's Licence