## Position Description

<table>
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<tr>
<th><strong>Position Title:</strong></th>
<th>Manager Dementia Research Development</th>
<th><strong>Reports to:</strong></th>
<th>NNIDR Director</th>
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<tr>
<td><strong>Effective Date:</strong></td>
<td>December 2017</td>
<td><strong>Ver / ID:</strong></td>
<td>Version 1</td>
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### Position Purpose

The role of the Manager Dementia Research Development is to ensure that the new research capacity and collaborative networks established through the NHMRC National Institute for Dementia Research are developed and maintained as a lasting legacy of the Federal Government’s Boosting Dementia Research Initiative.

Reporting to the Director NHMRC National Institute for Dementia Research (NNIDR), the Manager Dementia Research Development will have strong knowledge and understanding of dementia research in Australia today from their own research background in one or more of the NNIDR’s priority areas, or they will be able to demonstrate the capacity to rapidly acquire that knowledge. They will also be in a position to advise on and set in place the best forms of support to strengthen and grow capacity in pre-clinical, clinical and translational dementia research. They will bring to their role a capacity to consolidate existing stakeholder engagement toward research collaborations and partnerships and create new stakeholder relationships. Ideally this will include knowledge and experience of involving the public and patients in medical research towards improved translational outcomes.

This is an important and highly rewarding opportunity for a dementia researcher, and/or research program manager with a dementia, clinical or biomedical research background, to apply their skills in an area that can have lasting positive impact for people with dementia, their families and carers.

### Context

The NHMRC National Institute for Dementia Research (NNIDR) is a key element of the Australian Government’s $200 million Boosting Dementia Research Initiative (BDRI). The NNIDR targets, coordinates and translates the strategic expansion of dementia research in Australia.

NNIDR enables the activities of Australia’s best researchers while also drawing on the expertise of consumers, health professionals, industry and policy makers to translate evidence into policy and practice. NNIDR aims to make a significant contribution to the World Dementia Council’s goal of achieving a 5 year delay in the onset of dementia by 2025, through investment in high quality research, leadership in policy and strategy for dementia research outcomes, fostering collaboration and enabling and supporting Australia’s contribution to the international effort.

NNIDR Manager Dementia Research Development will work closely with Dementia Australia’s research, membership and consumer engagement staff and also senior staff at NHMRC to ensure effective dementia research development and services delivery within the broader context of these two major Australian organisations - ensuring the unique role, mission and contribution of each is brought to bear in delivering the BDRI.

NNIDR is located within the National Health & Medical Research Council’s Offices at 16 Marcus Clarke Street Civic and Dementia Australia National Office is located a short distance away in Barton.
## Main Tasks and Responsibilities

**Key accountabilities will include:**

- Work with and through NNIDR advisory committees, NHMRC and Dementia Australia to monitor and advise on the Australian dementia research environment, identifying current and emerging issues and recommending actions to address identified gaps and opportunities
- Form and support working groups comprised of expert advisors and stakeholders to advance strategies in areas of identified need
- Review, revise and re-invigorate the NNIDR Network Membership Strategy and Engagement Plan so as to optimise the Australian dementia research capacity and effort, with advice from the Expert Advisory Panel, Board and Executive Group
- Finalise and implement NNIDR’s Consumer Involvement Strategy, such that those Australians whose lives have been impacted by dementia, and who seek to play a role in the research effort, become a high priority cohort within the NNIDR membership network
- Rigorously manage the recruitment and onboarding of new members across all stakeholder groups, ensuring early and meaningful engagement and contributions, as well as adherence to the membership guidelines as laid out in the Membership Strategy and Engagement Plan
- Build the individual membership beyond those researchers who have received funding through the Boosting Dementia Research Initiative, introducing levels of membership that recognise track record criteria which provide the NNIDR with increased capacity to develop future research leaders
- Build the corporate membership so as to provide a strong platform for collaboration and partnerships across Australian Governments, philanthropy, industry, research providers and in particular across health services providers
- Develop and deliver well-targeted, high quality researcher development programs and other educational opportunities for all membership categories
- Consider, advise on and implement other initiatives aimed at delivering NNIDR member value

## Corporate Requirements

- Participate as an effective team member within the NNIDR to plan and deliver multiple programs of high quality, on time and on budget
- Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus
- Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation’s Work Health and Safety Policy
- Reinforce and promote the principles of Equal Employment Opportunity and diversity in the workplace by ensuring that all employees and stakeholders are treated with dignity and respect
- Be conversant with policies and procedures relevant to your job and workplace
- Undertake other duties as required, commensurate with existing skills, knowledge and experience; and
- Able to demonstrate values consistent with Dementia Australia, NHMRC and NNIDR.
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<th><strong>Skills, Knowledge and Experience (selection criteria)</strong></th>
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<td>All candidates must be able to address the following selection criteria.</td>
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**Essential**

- Strong knowledge and understanding of dementia research in Australia today from their own research background in one or more of the NNIDR’s priority areas, or the demonstrated capacity to rapidly acquire that knowledge
- Demonstrated strong experience in developing and implementing strategies aimed at strategically building stakeholder engagement through the provision of excellent professional services, preferably in a research, government or not-for-profit context
- Proven experience of working within a complex operating environment to deliver excellent outcomes, including working with and through expert advisory groups/boards and where attention to detail, observance of confidentiality in dealings, and the provision of quality advice for decision making are critical factors
- Success in developing and delivering researcher development programs that are responsive to needs
- Strong influencing, communication and internal/external customer management skills
- Demonstrated understanding of and a commitment to observing relevant public sector process requirements and policies
- Proven ability to successfully work under pressure in a high volume environment and effectively manage competing priorities to meet deadlines
- Strong written and verbal skills (including preparation of detailed reports) with demonstrated experience in preparing detailed information for management and preparing executive advice

**Desirable**

- Demonstrated commitment to making a positive difference in the lives of people with dementia, their families and carers through research
- Experience in membership or constituency development in a university or not-for-profit context