

Operations Manager – AGTC

- **Make an important contribution to the health of future generations through medical research**
- **Work with a world-leading, independent medical research institute**
- **Located in Westmead—Sydney's and Australia's foremost biomedical research precinct**

Children's Medical Research Institute (CMRI) was Australia's first dedicated paediatric research facility and is now one of the world's most highly regarded independent medical research organisations. Our research focuses on the four key areas impacting children's health: cancer, genomics and genetic diseases, neurobiology, and embryology. Our strong international reputation is based on decades of significant research outcomes in these areas of specialty. CMRI is also home to the world-first proteomics project, ProCan, which is changing the way cancer is diagnosed and treated. CMRI's research programs are supported by state of the art facilities and committed research and support staff. Our achievements are made possible by a loyal network of community supporters, highly engaged donors, and the very successful Jeans for Genes® and Great Cycle Challenge fundraising campaigns.

Australian Genome Therapeutics Centre (AGTC)

Australian Genome Therapeutics Centre, is a joint initiative of CMRI and The Sydney Children's Hospitals Network (SCHN). The collaboration between CMRI and SCHN began with the establishment of a Gene Therapy Research Unit in 1995. This research effort has grown into a world-leading capability that spans the full translational pathway from idea to therapeutic reality that encompasses the development of novel gene transfer technologies and therapeutic strategies through to the implementation of ground-breaking clinical trials. The Centre brings together over 150 highly committed researchers and health care professionals with broad multidisciplinary expertise from discovery science to clinical implementation, with the goal to drive the development and accelerate the delivery of world-leading gene and gene-modified cell therapies to improve the health of all Australians.

Operations Manager

Reporting directly to the AGTC Research Director, the Operations Manager will ensure the overall management, administrative leadership and compliance of the centre. The position will regularly liaise with senior management of CMRI and SCHN, along with the Centre's Research Programs and a large number of stakeholders in other entities nationally and internationally. The position will develop and maintain the Centre's relationship with the Advisory Board, relevant government agencies, industry partners, other stakeholders and the general public.

The successful incumbent will have the following:

- Relevant postgraduate qualifications and demonstrated extensive management experience and expertise in a complex administrative role or an equivalent combination

of relevant experience and qualifications. Experience in the research environment is preferred.

- Experience in writing grant/funding applications that has resulted in multi-million-dollar funding outcomes.
- Proven ability to be highly organised, to use own initiative and to apply sound judgment in order to prioritise and meet conflicting deadlines.
- Demonstrated ability to lead and influence teams in various locations and to work cooperatively, effectively, harmoniously and independently with a demonstrated commitment to customer service.
- Demonstrated high-level writing skills and experience in writing strategic plans, reports and briefing notes for senior management and stakeholders with skills and experience in public relations and marketing initiatives.
- Demonstrated high-level oral and interpersonal skills including the ability to liaise and negotiate effectively with a diverse range of people, including researchers, administrators, industry and the general public.
- Demonstrated experience with respect to the development of intellectual property and commercial contractual arrangements.
- A demonstrated high level understanding of equal opportunity principles and a commitment to the application of EO policies.
- A high proficiency in the use of technology, including all Microsoft Office software applications.

You will be provided with a competitive remuneration package in accordance with qualifications and experience. Additional benefits include the provision of a Public Benevolent Institution salary packaging scheme and participation in an employer-contributed superannuation fund.

Applications should include a cover letter (citing PV2238), curriculum vitae and contact details (phone/email) of three professional referees and be forwarded to recruitment@cmri.org.au

Closing date for applications is 27th November 2022.

Please direct enquiries regarding the position to Kate Gunn, Chief Operating Officer, kgunn@cmri.org.au