

JOB DESCRIPTION



Position Title	Director, Wesfarmers Centre for Vaccines and Infectious Diseases	Level	TBC
Reports to (role)	RFA Head, Early Environment		
Team	Vaccines and Infectious Diseases Program		
Location	Telethon Kids Institute, Northern Entrance, Perth Children’s Hospital		

PURPOSE OF POSITION

The Wesfarmers Centre of Vaccines and Infectious Diseases (the Centre) is dedicated to finding better ways to prevent and treat serious infections experienced by children and adolescents. The Director leads this multi-disciplinary Centre in addition to conducting their own research, providing strategic, academic and management leadership to ensure the Centre continues to develop excellence in research and research outcomes in order to become a centre of national and international renown across its broad program of activity.

This role is an additional role and will be assumed over and above other existing positions and duties, to provide strategic leadership, business acumen and management to ensure that the Centre continues to develop excellence in research and research outcomes (relevant support will be provided).

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Leading the Centre	<ul style="list-style-type: none"> Ensure the Centre’s research program is of high international standard, and is coordinated such that the individual programs inform each other and form a coherent overall Centre. Provide leadership across the Centre’s workplan to facilitate coordination and partnerships, a sense of inclusion among the children’s infectious diseases research community of WA, development of excellent research, and capacity building activities. 	<ul style="list-style-type: none"> WCVID strategy clearly articulated and outcomes of strategy clearly reported. Feedback from researchers and other stakeholders positive. Wesfarmers highly engaged with a view to negotiating for ongoing funding.

Leading the Centre cont.	<ul style="list-style-type: none"> • Ensure that the Centre has a strong profile and is well represented locally, nationally and internationally. • In collaboration with the Executive Director and the Development Team, ensure that current and potential stakeholders, particularly Wesfarmers, are engaged in the work of the Centre and value its work. 	<ul style="list-style-type: none"> • WCVID strategy clearly articulated and outcomes of strategy clearly reported. • Feedback from researchers and other stakeholders positive. • Wesfarmers highly engaged with a view to negotiating for ongoing funding. •
Research Excellence	<ul style="list-style-type: none"> • Inspire research collaboration and build and maintain a highly productive research Centre. • Foster excellence in research through the development of Institute staff. • Foster and encourage excellent research practices, with a focus on scientific integrity and research transparency. • Make an outstanding contribution to the governance of the Institute, especially in the area of research governance and policy. 	<ul style="list-style-type: none"> • Policy participation and influence. • Fosters excellence in research. • Improved research and translation capacity. • Feedback from community and other key stakeholders. • Success in attaining competitive and philanthropic funding. • Diversified funding streams.
Leadership	<ul style="list-style-type: none"> • Monitor the allocation and direct the resources within the WCVID to ensure the achievement of the Centre strategies. • Play a leading role in promoting Telethon Kids Institute values and culture internally and externally. • Maintain effective communication with direct reports to ensure advice provided and decisions made are well informed. • Hold direct reports accountable to their responsibilities and results. • Be a role model for effective and positive leadership which is ethical, results driven, and future-oriented. 	<ul style="list-style-type: none"> • Staff understand and embrace organisational culture, directions, goals and client service ethos. • Staff are aware of their responsibilities and expectations in their roles. • Staff feel supported and engaged.

Leadership	<ul style="list-style-type: none"> • Foster a culture of transparent, effective, timely and appropriate internal and external communication. • Effectively manage change management processes, encouraging innovation, diversity and continuous improvement. • Support the professional development of staff through coaching, mentoring, training and collaboration opportunities. 	
Workplace Safety	<ul style="list-style-type: none"> • Takes reasonable care for own safety and health, and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Telethon Kids Institute policies and procedures. 	<ul style="list-style-type: none"> • Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications:	PhD or equivalent research qualification.
Essential Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • National and international reputation for research excellence in infectious diseases and/or vaccinology, with demonstrated impact of research outputs and success in obtaining competitive peer-reviewed research grants (relative to opportunity). • Demonstrated ability in strategic and academic leadership across a diverse research program. • Executive Leadership Skills: A record of leadership, diplomacy and mentoring, excellent interpersonal skills, excellent administrative and organisational skills. • Demonstrated high level experience in working in co-production/partnerships. • Demonstrated ability to work in a collaborative research environment with diverse stakeholders.

	<ul style="list-style-type: none">• Demonstrated commitment to the personal, professional and academic development of staff and students and ability to supervise higher degree by research students.• Demonstrated ability to generate an independent stream of project funding.
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DIRECT REPORTS	Centre Manager
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Approved by:	Executive Director
Date approved:	8 April 2019
Reviewed by P&C:	8 April 2019