

## Position Description

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| <b>Position title:</b> | Research Director  |
| <b>Department:</b>     | Office of the Chief Medical Officer  |
| <b>Classification:</b> | DX99   |
| <b>Agreement:</b>      | Health and Allied Services, Managers and Administrative Workers<br>(Victorian Public Sector) (Single Interest Employers) Enterprise Agreement<br>2021-2025 |
| <b>Reporting to:</b>   | Chief Medical Officer  |

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### About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

### Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

### Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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## About the department/unit

The Royal Women's Hospital (the Women's) is Australia's first and largest specialist hospital dedicated to improving the health and wellbeing of women and newborns. As a major teaching hospital and a key partner within the Parkville biomedical precinct, the Women's integrates clinical care, research, education, and advocacy to deliver world-leading outcomes.

Research is central to the Women's mission and strategic plan, driving innovation in women's health, reproductive medicine, oncology, neonatology, and gender-based health equity.

## Position purpose

The Research Director is a senior leadership role at the Royal Women's Hospital, responsible for building and sustaining a high-impact research program that advances clinical excellence, improves health outcomes for women and newborns, and strengthens the hospital's reputation as a leader in translational research and innovation.

Working in partnership with clinicians, academic partners, and the broader health system, the Director will foster a culture where research is embedded in clinical care. The position oversees research strategy, governance, partnerships, funding development, and translation of research into practice.

This role will also oversee the mapping of functional requirements for research accommodation, including optimal location planning and adjacencies, to support future growth and integration.

Through strategic leadership and collaboration, the Research Director will position the Women's to deliver high-impact, translational research that advances sex and gender health equity and health outcomes for women and newborns locally and globally.

Key accountabilities as the Research Director include:

- Delivery of the Research Strategy
- Research governance compliance and audit outcomes
- Growth in commercialisation and external research income
- Research workforce engagement and development
- Translational impact of research into clinical practice

## Key responsibilities

### Strategic Leadership

- Lead the strategic planning of research including the development and implementation of a multi-year Research Strategy aligned with the Women's Strategic Plan.
- Lead, foster and encourage a research-based culture and promote participation in clinical and translational research activities.
- Drive integration of research with clinical services to ensure translation into improved patient outcomes.
- Position the Women's as a leader through ambassadorship for institutional research excellence and profiling at, and for the Women's. Represent and champion the Women's

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collective research assets in local, national and international forums and strategic development opportunities.

- Contribute to whole-of-hospital strategy, institutional research excellence and culture change via Board, Senior Executive and other relevant forums.

### **Research Governance and Compliance**

- Ensure compliance with the National Statement on Ethical Conduct in Human Research, NHMRC requirements, and hospital accreditation.
- Ensure the maintenance of robust research governance, risk management, and audit frameworks, and associated teaching and learning opportunities.
- Any other duties as required that meet relevant standards and recognised practice

### **Research Performance and Growth**

- Drive growth in Category 1 funding (NHMRC, MRFF) and other competitive grant streams.
- Strengthen industry-sponsored clinical trial activity.
- Establish KPIs for research income, outputs, translation, commercialisation and impact.
- Support high-impact publications and international collaborations.

### **Partnerships and Collaboration**

- Work closely with Research Centre staff, Clinical and Operational Directors to seize new opportunities for knowledge sharing and new models of working and delivering care
- Develop and maintain strong partnerships with local and international affiliates to ensure our commitment to teaching and multidisciplinary research is fostered
- Identify, foster and strengthen strategic partnerships across clinical, academic, philanthropic, and government sectors to support collaborative research and innovation
- Actively promote the Women's and the Women's to internal and external stakeholders.
- Participate in a range of communication forums to maximise the opportunities for service improvement and growth.
- Represent and promote the Women's at a range of forums both nationally and internationally

### **Financial and Operational Management**

- Oversee research budgets and infrastructure planning.
- Ensure effective resource allocation and workforce capability planning.
- Provide regular reporting to the Executive and Board on research performance and risk.

### **Leadership and Culture**

- Contribute to the overall leadership and management of the Women's to ensure the achievement of strategic priorities and organisational goals
- Provide a visible, engaged, and accountable leadership presence that supports a psychologically safe environment in which to work and learn

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- Ensure that all staff are supported to work professionally, safely, and effectively, in accordance with RWH evidence-based guidelines and relevant professional standards.
- Foster a culture of excellence, collaboration, integrity, and inclusion.
- Support clinician-researcher career pathways and mentoring.
- Champion diversity, equity, and culturally safe research practices.
- Additional leadership duties as required

### **People Experience Leadership**

- Provide a visible leadership presence that inspires others by motivating them towards higher levels of performance that are aligned with the Women's Declaration and values.
- Provide leadership, mentoring and management support for direct reports, appraise their performance, ensure that staff receive timely and appropriate performance feedback that assists them to excel in their current and future career opportunities, plan and support their professional training and development opportunities and ensure that their mandatory competencies are completed.
- Champion systems and processes to develop and engage employees, creating a work environment where the Women's staff can realise their full potential.
- Plan and implement systems and processes to support the recruitment, engagement, retention, and development of your people, so they can fulfil their current and future responsibilities as well as current and future challenges.

### **Key Performance Indicators (KPIs)**

KPIs are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

### **Key selection criteria**

#### **Experience/qualifications/attributes**

##### **Essential:**

- Doctoral research qualification (PhD).
- Significant senior leadership in research strategy, partnerships, or capability development within a large health, academic, or research institution.
- Demonstrated ability to implement enterprise-level initiatives that build research performance, culture, and collaboration.
- Deep understanding of research development frameworks, health research translation, and institutional strategic alignment.
- Strong experience in engaging government, universities, and other funding partners in co-investment or policy-aligned initiatives.
- Experience engaging with philanthropic partners in support of research and mentoring research staff in taking an active role in the philanthropic process.
- Excellent facilitation and presentation skills, with the ability to engage diverse stakeholders and communicate complex ideas effectively.
- High-level analytical and conceptual skills, with the ability to synthesise complex information and deliver actionable recommendations.

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- Knowledge of the Australian health and research landscape, including funding mechanisms, regulatory frameworks, and strategic opportunities for investment and collaboration.
- Strong financial, organisational, and executive leadership capability.
- Established national/international research profile with a strong publication record
- Demonstrated excellent verbal and written communication skills, with exceptional attention to detail.

#### **Desirable:**

- Demonstrated success in securing nationally competitive research funding (e.g., NHMRC, MRFF).
- Experience within the Victorian public health system; including familiarity with the Melbourne Biomedical Precinct and its strategic priorities.
- Formal leadership qualifications (e.g., MBA, GAICD).
- Experience in procuring, commissioning, or working with private and public partnerships.
- Experience with emerging trends in research capability development, including digital technological advancements and AI-enhanced systems.
- Experience contributing to the establishment or growth of a research institute or major research initiative.
- Experience in media engagement, with the ability to elevate the profile of research through effective media strategies

### **Organisational relationships**

#### **Direct Reports:**

- Research Manager
- Biostatistics/Data Services Lead
- Administrative & Research Support Staff

#### **Internal relationships**

- Chief Medical Officer
- Chief Midwifery and Nursing Officer
- Research Manager and Research Governance Officers
- Chief Executive
- Executives and Directors
- The Women's Board
- Clinical, clinical support and non-clinical personnel
- Our consumers and their families

#### **External relationships**

- Department of Health
- Parkville LHSN partners
- University of Melbourne and other academic institutes
- Commercialisation partners
- Philanthropic partners
- Aligned centres of clinical-research excellence, locally, nationally and abroad

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## Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

| <b>Physical demands</b>  | <b>Frequency</b>                   |
|--|------------------------------------|
| <b>Shift work</b> – rotation of shifts – day, afternoon and night  | Not applicable                     |
| <b>Sitting</b> – remaining in a seated position to complete tasks  | Prolonged/constant                 |
| <b>Standing</b> - remaining standing without moving about to perform tasks   | Occasional                         |
| <b>Walking</b> – floor type even, vinyl, carpet,   | Occasional                         |
| <b>Lean forward/forward flexion from waist</b> to complete tasks   | Occasional                         |
| <b>Trunk twisting</b> – turning from the waist to complete tasks   | Rare                               |
| <b>Kneeling</b> – remaining in a kneeling position to complete tasks   | Rare                               |
| <b>Squatting/crouching</b> – adopting these postures to complete tasks   | Rare                               |
| <b>Leg/foot movement</b> to operate equipment  | Rare                               |
| <b>Climbing stairs/ladders</b> – ascending and descending stairs, ladders, steps   | Rare                               |
| <b>Lifting/carrying</b> – light lifting and carrying less than 5 kilos   | Occasional                         |
| – Moderate lifting and carrying 5 – 10 kilos   | Occasional                         |
| – Heavy lifting and carrying – 10 – 20 kilos.  | Rare                               |
| <b>Push/pull of equipment/furniture</b> – light push/pull forces less than 10 kg   | Occasional                         |
| – moderate push / pull forces 10 – 20 kg   | Rare                               |
| – heavy push / pull forces over 20 kg  | Rare                               |
| <b>Reaching</b> – arm fully extended forward or raised above shoulder  | Occasional                         |
| <b>Head/neck postures</b> – holding head in a position other than neutral (facing forward)   | Rare                               |
| <b>Sequential repetitive actions in short period of time</b>   |                                    |
| – Repetitive flexion and extension of hands wrists and arms  | Not Applicable                     |
| – Gripping, holding, twisting, clasping with fingers/hands   | Not Applicable                     |
| <b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license.  | Rare                               |
| <b>Sensory demands</b>   | <b>Frequency</b>                   |
| <b>Sight</b> – use of sight is integral to most tasks completed each shift   | Prolonged/Constant                 |
| <b>Hearing</b> – use of hearing is an integral part of work performance  | Prolonged/Constant                 |
| <b>Touch</b> – use of touch is integral to most tasks completed each shift   | Prolonged/Constant                 |
| <b>Psychosocial demands</b>  | <b>Frequency</b>                   |
| <b>Observation skills</b> – assessing/reviewing patients in/outpatients  | Not applicable                     |
| <b>Problem solving</b> issues associated with clinical and non-clinical care   | Frequent                           |
| <b>Working with distressed people and families</b>   | Rare                               |
| <b>Dealing with aggressive and uncooperative people</b>  | Rare                               |
| <b>Dealing with unpredictable behaviour</b>  | Rare                               |
| <b>Job demands</b> – high workload, tight deadlines, and competing priorities  | Frequent                           |
| <b>Exposure to traumatic or distressing content or situations</b> – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events. | Rare                               |
| <b>Role specific considerations</b><br>Support is available for staff exposed to psychological risks.<br>Any adjustments that may be required can be discussed with your manager.  |                                    |
| <b>Definitions used to quantify frequency of tasks/demands as above</b>  |                                    |
| <b>Prolonged/constant</b>  | 70 – 100 % of time in the position |
| <b>Frequent</b>  | 31 – 69 % of time in the position  |
| <b>Occasional</b>  | 16 – 30% of time in the position   |
| <b>Rare</b>  | 1 – 15% of time in the position    |
| <b>Not applicable</b>  | 0% of time in the position         |

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## Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.
- We are committed to the safety, wellbeing and empowerment of all children and young people. We prioritise an environment where children are protected and heard. We commit to safeguarding the social and emotional wellbeing of First Nations children, understanding that their connection to country, culture, kin and community is critical to their safety.

## Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

As this role does not have direct patient contact, employees are strongly encouraged (although not required) to be vaccinated against COVID-19, influenza, whooping cough (pertussis), chicken pox and MMR (measles, mumps, rubella).

## Declaration

**By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.**

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**Developed date:** June 2026

**Developed by:** Chief Medical Officer

**Date of next review:** June 2027

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