

JOB DESCRIPTION

Research Manager

| JOB DETAILS | |
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| JOB TITLE | Research Manager |
| JOB TYPE | Permanent, part-time |
| WORK SCHEDULE | 3-4 days/week |
| LOCATION | Surry Hills, NSW |
| REPORTS TO | CEO |
| TEAM | Research & Scientific Affairs |
| KEY RELATIONSHIPS | <p>Internal Research Project Officer Grants Officer Ineka Whiteman – Consultant, Research & Scientific Affairs Policy & Advocacy Manager Support Services Manager Marketing & Communications Manager Fundraising Manager</p> <p>External Scientific & Medical Advisors Academic and clinical researchers and institutes Research counterparts at other relevant patient advocacy groups Biopharmaceutical industry partners</p> |
| LAST REVIEWED | 13 July 2022 |
| ABOUT MITO FOUNDATION | |
| <p>Mito Foundation is a burgeoning charity dedicated to improving the health outcomes and quality of life for people impacted by mitochondrial disease (mito). Our small team is driven to support the Australian mito community whilst seeking a cure, through strategies across support, advocacy and research. We strive to live by our values of excellence, commitment, compassion, collaboration and gratitude.</p> <p>Mitochondrial disease is a potentially fatal genetic disorder that robs the body's cells of the energy needed to sustain life. Originally considered to be an ultra-rare disorder (affecting 1 in 20,000 people), it is now known that at least 1 in 5,000 live births will result in a life-threatening form of mito. Furthermore, 1 in 200 people carry genetic mutations that put them at risk of developing milder forms of mito or unknowingly passing this life-threatening disease on to their children.</p> | |

JOB OVERVIEW

The Research Manager is responsible for all aspects of Mito Foundation’s research-related activities – from strategy development to implementation – representing around half of the Mito Foundation’s budget. Over the past twelve years, the Mito Foundation has committed more than \$7 million toward research to advance the understanding of mito disease mechanisms, improving diagnosis, treatment, care and management practices, and the advancement of prevention and therapeutic strategies.

This is a new role created to support the continuing growth of the foundation (formerly covered by the CEO with support of key scientific advisers). The Research Manager will drive the capacity and impact of Mito Foundation’s research-related activities.

KEY RESPONSIBILITIES

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| STRATEGY | <ul style="list-style-type: none"> • Develop, maintain and execute the foundation’s research strategy, informing the future targets of investment of the annual ~\$2m budget (with strong growth targets) to maximise the impact of Mito Foundation’s research-related initiatives • Envision and implement strategies to increase other investment in mito-related research including government, philanthropy, industry and venture capital, domestically and internationally • Contribute to Mito Foundation’s overall vision and strategy as part of the Leadership Team |
| CONNECTION | <ul style="list-style-type: none"> • Identify promising research and collaboration potential and catalyse those collaborations domestically and internationally |
| RELATIONSHIPS | <ul style="list-style-type: none"> • Cultivate existing and establish new relationships with researchers at all levels, research institutes, industry and other research-related organisations • Cultivate existing and establish new relationships with research counterparts from other relevant patient groups worldwide |
| RESEARCH | <ul style="list-style-type: none"> • Drive the foundation’s grant-making activities including grant round promotion, assembling and coordinating grant review committees, communicating recommendations to the board and overseeing grant administration • Drive the foundation’s impact evaluation approach for its grant-making activities; effectively and strategically communicate evaluation outcomes to key internal and external stakeholders • Maintain current knowledge of academic literature and clinical research developments and communicate relevant updates to internal and external stakeholders, in alignment with research strategy priorities • Maintain Mito Foundation's knowledge of mito-related research funding opportunities |
| CLINICAL TRIALS | <ul style="list-style-type: none"> • Own and drive the foundation’s activities to attract mito-related clinical trials to Australia |

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| <p>COLLABORATION</p> | <ul style="list-style-type: none"> • Support the Policy & Advocacy team’s efforts to drive policy initiatives relating to/stemming from research-related activities • Work with the Communications team to engage the Australian mito research workforce in topics related to mito research, including achievements of researchers, available funding opportunities and thought leadership communications • Work with the Support Services team on the promotion of research studies and enrolment in the Mito Registry to the mito community • Support the Fundraising team’s efforts to raise funds for Mito Foundation research-related activities including engaging with donors and supporters as necessary to represent the Mito Foundation Research Program | |
| <p>COMMUNITY</p> | <ul style="list-style-type: none"> • Work with the Australian mito community to identify gaps in community knowledge and education of mito research • Identify and facilitate opportunities for patients and families to engage in relevant mito research | |
| <p>KEY REQUIREMENTS</p> | <p>ESSENTIAL</p> | <p>DESIRED</p> |
| <p>KNOWLEDGE, SKILLS AND EXPERIENCE</p> | <ul style="list-style-type: none"> • Knowledge of the Australian and international research landscape – from basic to translational science, clinical research including clinical trials and psychosocial research • Absolutely exemplary interpersonal, written and spoken communication skills with the ability to adjust style to suit a range of audience requirements and to articulate complex scientific concepts in lay terms | <ul style="list-style-type: none"> • Knowledge of/experience with consumer involvement in research including co-design • Knowledge of mitochondrial disease or mitochondrial biology • Prior experience in management/administration of competitive research grant program • Experience or strong interest in the not-for-profit sector |
| <p>COMPETENCIES</p> | <ul style="list-style-type: none"> • The gravitas to establish and foster relationships with researchers and other relevant stakeholders at all levels – this role will be the face of Mito Foundation research-related activities • An ability to champion the development and execution of Mito Foundation’s research investment strategy | |

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| | <ul style="list-style-type: none"> • The ability to self-manage and determine the best course of action in ambiguous situations • Energy, drive, creativity and passion with a high impact focus • Ability to work collegiately in a dynamic, cross-functional internal team | |
| QUALIFICATIONS | <ul style="list-style-type: none"> • Post graduate qualifications in science (e.g. cell biology, biochemistry, genetics, etc.) • 5+ years' post graduate scientific research experience with a successful level of achievement | |

This document does not constitute a contract of employment and is a guideline outlining the role's core responsibilities and accountabilities. The duties and responsibilities described above are not a comprehensive list and additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by organisational demands.