

Position Description

Position Title	Research Governance Manager
Position Number	30026085
Division	Clinical Governance
Department	Research Governance
Enterprise Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024. Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025. Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2020-2021.
Classification Description	Dependant on qualifications
Classification Code	Dependant on qualifications
Reports to	Executive Director Medical Services
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The Research Governance Manager is the senior organisational lead for research governance at Bendigo Health. The position has accountability for oversight of all research governance functions, including secretariat support for the Human Research Ethics Committee (HREC), monitoring of research compliance, and development of organisational policy and procedures to meet state and national regulatory requirements.

The role provides advice to the Executive Director Medical Services and Executive team, ensuring that Bendigo Health maintains best practice standards in research governance and compliance. This role leads the development of research governance strategy, influences organisational culture and practice, and represents Bendigo Health at state wide and national forums.

The position is accountable for resource planning within the Research Governance Office, delivery of strategic and operational KPIs, and ensuring research governance activities are efficient, risk based, and aligned with organisational objectives.

Responsibilities and Accountabilities

Key Responsibilities

Leadership and Strategy

- Provide leadership of research governance across Bendigo Health, ensuring alignment with organisational objectives and Department of Health requirements.
- Develop and implement research governance strategy, policies and procedures that anticipate and respond to evolving national and state frameworks.
- Act as the senior authority for research governance matters, advising the Executive Director Medical Services and Executive team on risks, compliance, and system improvements.

Operational and Resource Management

- Oversee the planning, monitoring, and reporting of research governance activities, including the setting and achievement of KPIs.
- Manage the allocation of resources within the Research Governance Office, including budgets, staffing, and systems, to ensure cost effective and high quality service delivery.
- Conduct audits and investigations into research governance processes, reporting outcomes and implementing improvements.

Compliance, Risk and Quality

- Lead post approval monitoring, including audits of research sites, processes and documentation, ensuring adherence to institutional, state and national requirements.
- Identify, assess and mitigate risks relating to research governance, escalating as required.
- Ensure governance frameworks and decision making processes meet the highest standards of compliance, accountability and transparency.

Education, Training and Support

- Lead the design and delivery of training and education programs in research governance and Good Clinical Practice (GCP).
- Build the capability of researchers through mentoring, workshops and one-on-one support.
- Promote a culture of research compliance and integrity across Bendigo Health.

Partnerships and Representation

- Represent Bendigo Health in state and national forums, networks and partnerships to influence policy and share best practice in research governance.
- Build and maintain strategic collaborations with internal and external stakeholders to strengthen Bendigo Health's research profile.

Key Selection Criteria

Essential

1. Extensive experience in research governance and/or ethics within a complex health or biomedical research environment.
2. Proven ability to lead the development and implementation of governance frameworks, policies and procedures that influence organisation wide practice and align with state and national regulatory requirements.
3. Demonstrated experience in planning and managing resources (financial, human and systems) to deliver high quality and cost effective governance outcomes.
4. Leadership and change management skills, with the ability to influence, persuade and gain commitment from a wide range of stakeholders including executives, clinicians, researchers and external partners.
5. Demonstrated capacity to identify, assess and manage organisational risk, and to deliver measurable outcomes through performance monitoring, audits and key performance indicators.
6. Highly developed communication, negotiation and interpersonal skills, with the ability to represent the organisation at state and national forums and build strategic partnerships.
7. Demonstrated ability to lead training, education and capability building programs.
8. Advanced analytical and problem solving skills, with the ability to anticipate emerging issues and provide authoritative, evidence based advice.

Desirable

9. Postgraduate qualifications in research governance, ethics, health administration, law, or a related field.
10. Current Good Clinical Practice (GCP) training and experience, or willingness to undertake upon commencement.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**

- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.