

JOB DESCRIPTION

MSIC Research Manager

ABOUT UNITING

Our purpose: To inspire people, enliven communities and confront injustice.

Our values: As an organisation we are imaginative, respectful, compassionate and bold.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Uniting is one of the largest not-for-profit community service providers in NSW and the ACT, with a rich history of providing services to the community for more than 100 years. We have more than 550 services, as far north as Tweed Heads, as far west as Broken Hill, and as far south as the ACT.

Our focus is always on the people we serve, no matter where they are at in their life. Our range of supports and services are designed in partnership with clients and around their needs

ABOUT THE ROLE

The Research Manager is responsible for ensuring that the Medically Supervised Injecting Centre (MSIC) engages in cutting edge harm reduction research that is ethical, relevant, collaborative, published in appropriate peer-review journals and translated into practice.

ROLE KEY ACCOUNTABILITIES

You'll play a valuable role as a member of the Medically Supervised Injecting Centre (MSIC) Team in:

- Contributing to a stronger and more unified Uniting
- Working towards the defined priorities and outcomes for the team and your specific areas of accountability
- Working with your colleagues to understand and apply the translation of Uniting and Business Stream strategies through your regional and/or local plans, thereby ensuring a consistency in service delivery, practice and maximising performance
- Actively participating in communication in order to understand and contribute to a One Uniting way of operating
- Working productively and collaboratively as a positive role model both within your team and with others across Uniting

As MSIC Research Manager your role will include:

- **Identifying and Developing Research Projects:** Collaborate with the Director, Management Team, external organizations, researchers, government agencies, and MSIC's Consumer Representatives to identify and develop innovative and relevant research initiatives.
- **Ensuring Compliance with Research Governance:** Review and ensure that all proposed research at MSIC adheres to the MSIC Research Governance Policy. Maintain and report findings to the MSIC Research Advisory Committee.
- **Focusing on Relevant Research:** Ensure that MSIC's research remains concentrated on harm reduction and injecting drug use, aligning with the needs of MSIC's clients.
- **Managing Research Budgets:** Oversee the budgets for any externally funded research projects.
- **Promoting MSIC's Work:** Increase awareness and understanding of MSIC's operations within the local community and beyond.
- **Providing High-Quality Reports:** Deliver accurate data and compliance reports to stakeholders.
- **Maintaining Data Systems:** Stay updated with MSIC's specialized client management and reporting database.
- **Managing Research Personnel:** Oversee the recruitment and management of research roles for specific projects.
- **Supervising Data Entry Staff:** Supervise staff responsible for data entry as required
- **Contributing to Public Health Knowledge:** Contribute to the public health understanding of injecting drug use and drug consumption rooms (DCRs). Keep MSIC informed about new and emerging international research findings.
- **Participating in the International Community of Practice:** Engage with the International Community of Practice hosted by MSIC.
- **Enhancing MSIC's Reputation:** Help grow MSIC's reputation as a leader in public health and harm reduction research.
- **Improving Team's Efficiency:** Contribute to the overall efficiency and effectiveness of the MSIC team.
- **Seeking Grant Opportunities:** Identify and pursue grant opportunities to advance research and project initiatives at MSIC.
- **Supporting Staff with Data Analysis:** Assist MSIC staff in analysing and evaluating results and preparing data for presentation at relevant conferences.
- **Presenting and Publishing:** Present research findings at national and international conferences and contribute to relevant published literature.
- **Provide timely, accurate and insightful reports to senior management on research activities, project progress, outcomes, risks, emerging trends, and key findings to support evidence-based decision making and organisational priorities.**

ABOUT YOU IN THE ROLE

Your classification:

Award free

Your directorate:

Communities

You'll report to:

Service Operations Manager

This role is Permanent Part Time: 3 days per week

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Approval date: 22/09/2026		Reviewed: 25/09/2026

Your key relationships:

- With Medical Director
- MSIC's Research Governance Committee
- External organisation and researchers
- MSIC Management team, Registered Nurses and Health Education Officers
- MSIC Consumer Action Group

YOUR KEY CAPABILITIES
Operational processes

- Identify and obtain funding for research projects
- Project manage all research projects, and MSIC clinical evaluation and data collection projects, including clinical governance reporting requirements
- Coordinate and disseminate research findings to all stakeholders, including at relevant scientific meetings and via peer review articles for publication
- Participate in formal evaluations of MSIC by external reviewers
- Provision of relevant data to the MSIC Director and Management team, NSW Ministry of Health and other relevant organisations as required
- Supports and assists clinical staff at MSIC in the conduct of both qualitative and quantitative research, and quality improvement activities
- Liaise with data entry staff to ensure accurate data collection
- Attend relevant meetings with other organisation and attend MSIC meetings as required
- Interpret and interrogate routinely collected data for emerging trends
- Manage project budgets
- Analyse and manage the write up of MSIC Client satisfaction survey every 2 years

Client relationship:

- Work closely with Director to provide support in data extraction and interpretation and in setting the research agenda
- Foster social inclusion and client participation in the operation of MSIC and in setting the research agenda
- Foster staff participation in setting research agenda and in conducting clinical research
- Establish and nurture collaborative professional relationships to promote our reputation with key internal and external stakeholders.

Financial management:

- Responsible for monitoring use of all research relating funding and preparing reports as required
- Ensure that all activities and operations within the scope of responsibility are performed in accordance with the relevant line budget.

People leadership:

- Manages any research positions employed through MSIC research projects
- Assists in the orientation, teaching, supervision and assessment of all staff in the service who require these activities to develop their skills.
- Actively engage and participate in MSIC's performance management framework and review processes.
- Drive a culture of openness, feedback and productivity.
- Model the values of MSIC by respecting and valuing the inherent dignity and uniqueness of each person, and celebrating diversity, passionately pursuing social justice and inclusion.

KEY PERFORMANCE INDICATORS

Financial management:

- Achieves financial targets established by the annual budget process.
- Planned initiatives are delivered on time and to budget.

Operational processes:

- Develops annual MSIC Research Strategic Plan
- Research project timelines are achieved as per MSIC Research Strategic Plan

Client relationship:

- Bi-monthly Research update meetings are held with Director

People leadership:

- Formal annual performance reviews are undertaken.

QUALIFICATIONS & EXPERIENCE

Qualifications:

- Relevant tertiary qualifications, preferably post graduate level

Skills:

- High level Project Management and organisational skills, including being an excellent writer and managing competing priorities
- Skills in quantitative research, analysis and evaluation design
- Ability to apply epidemiological and biostatistical skills within the Medically Supervised Injecting Centre context
- Strong interpersonal skills with proven ability to use tact, discretion and persistence
- Advanced and demonstrable experience in excel and relevant statistical packages
- Skills in stakeholder management
- Demonstrates a strong ability to pivot and adapt research priorities in response to emerging evidence, stakeholder feedback, changing organisational needs, and evolving project requirements

Experience:

- Typically, this role will require 5 or more years' experience in your field of expertise
- Experience in a research environment
- Proven experience in managing research projects, including budget management.
- Experience managing complex research projects
- Experience in data management, including management of large data sets
- Published author on peer reviewed journal articles



Employee Name:		Managers Name:	Nicole Kennedy
		Title	Service Operations Manager
Date:		Date:	
Signature:		Signature:	



ACCOUNTABLE POSITION	WHS ACCOUNTABILITIES (AS PER WHS ACT 2011)	ACTION DEMONSTRATING ACCOUNTABILITIES
WORKERS (EMPLOYEES, AGENCY STAFF, CONTRACTORS, VOLUNTEERS, STUDENTS)	While at work, all workers (WHS ACT 2011 Sec 28) must: - take reasonable care for his or her own health and safety - take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other people - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Uniting to allow the organisation to comply with this Act - co-operate with any reasonable policy or procedure of Uniting relating to health or safety at the workplace that has been notified to workers	All workers must: - follow Uniting WHS policy and programs to protect the health and safety of people at work and to understand your personal responsibilities for WHS - attend and/or complete safety-related training including induction and emergency preparedness - comply with WHS instructions from your supervisor/manager, training information, safe work procedures and emergency wardens - if performing new or unfamiliar work, seek information, instruction or training and supervision from your supervisor to perform work safely without risking the health, safety and wellbeing of yourself or others - use equipment that has been provided for your health, safety and wellbeing - report all hazards, incidents and injuries to your immediate supervisor - participate in discussions/consultation about changes to workplace/premises or job task/practice - wear clothing, footwear and personal protective equipment (PPE) needed appropriate for the work being done - do not put other people's health, safety and wellbeing at risk by your action or inaction