

Position Description

Position Title	Manager – Research Collaboration, Grants & Awards
Location	Brisbane, Sydney or Melbourne
Team	Clinical Programs, Research & Innovation
Employment Status	0.8 FTE, two year, fixed-term term contract ending June 2027
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (Social and Community Services)
Level	Level 7
Reports to	General Manager, Clinical Programs, Research & Innovation
Direct Reports	Nil
Version	May 2025

PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the purpose, desired candidate attributes and key responsibilities encompassed within the role. The key areas of responsibility and performance indicators are tied to performance review and career development. This document should be reviewed annually as changes in the organisation may result in the need to update the position description.

SECTION 1

OUR VISION

Lung Foundation Australia enables life-saving lung health and lung cancer research, and champions programs so that Australians with lung disease and lung cancer can live their best life.

OUR MISSION

By 2030, Lung Foundation Australia will be recognised as one of the world's most innovative and effective lung health charities and a fearless leader of lung health and lung cancer policy, programs and research.

STRATEGIC PILLARS

- Healthy lungs for all
- Australia's lung health research funding incubator
- Impactful and meaningful lung disease programs and support
- Valuing our people
- Purposeful leadership and ethical governance.

LUNG FOUNDATION AUSTRALIA VALUES

Our values are represented by **BE FAIR**

- **Bold** | be proactive and take risks that achieve our Mission.
- **Entrepreneurial** | be focused on outcomes and strive to find new ways of working, remembering we are profit-for-purpose.
- **Fair** | be equitable and work in the interests of all our stakeholders, particularly patients and their carers.
- **Agile** | be responsive and proactive to create positive change.
- **Innovative** | be inventive and find new ways of doing things that achieve our Mission.
- **Respectful** | be honest and work hard every day in every way – we are funded by the community they should expect nothing less.

OUR TEAM

Lung Foundation Australia is an award-winning profit for purpose organisation and national peak health and advisory body. Lung Foundation Australia is an Employer of Choice.

Lung Foundation Australia is embarking on a new corporate strategy following five years of sustained growth in brand, influence, funding, and reach. Our strong performance saw the Lung Foundation Australia named Non-Government Organisation of the Year in 2020 and 2023 and The Voice Projects Best Place to Work in 2020, 2021, 2023, 2024 and 2025. Before applying we encourage you to learn more about our Mission and impact by reading our Annual Impact Report

<https://lungfoundation.com.au/about/annual-reports/>

We operate from three offices: Brisbane, Sydney and Melbourne with a national footprint established by our support and research programs. We are committed to work life balance and flexibility in the workplace.

As our impact grows with increased government and community funding so does our team and our army of volunteer supporters. Over the next five years, Lung Foundation Australia is anticipated to increase its headcount by 100%+ as new offices are opened, and new projects are commenced.

SECTION 2

PURPOSE OF THIS ROLE

The Manager – Research Collaboration, Grants & Awards is responsible for leading and overseeing the delivery of Lung Foundation Australia's Hope Research Program, with a focus on advancing the program's strategic pillars: research grants and awards, research partnerships, research alumni, and consumer involvement in research as per Lung Foundation Australia's Consumer Engagement Strategy. This role ensures effective coordination and execution of program activities, fosters collaboration with internal and external stakeholders, and drives continuous improvement in research governance, impact, and engagement. The Manager – Research Collaboration, Grants & Awards plays a key role in shaping and strengthening the Foundation's research strategy and building capacity across the lung health research ecosystem.

SKILLS, QUALIFICATIONS AND KEY ATTRIBUTES REQUIRED (KEY SELECTION CRITERIA)

Qualifications

Tertiary qualifications in health sciences, public health, social sciences, or a related field.

Postgraduate qualifications in health, research administration, evaluation, or knowledge translation—or equivalent professional experience — are desirable.

Experience

- Minimum five years' experience in managing research or health programs in a not-for-profit, academic, government or health sector organisation.
- Demonstrated experience in the development, implementation and monitoring of research-related programs or initiatives, including managing budgets, reporting and governance processes.
- Experience in working with a range of stakeholders, including researchers, clinicians, consumers and funders, to drive collaboration and deliver outcomes.
- Understanding of research funding mechanisms, research ethics and governance processes.
- Familiarity with consumer and community involvement in research is desirable.

Knowledge and Skills

As the ideal candidate, your skills and attributes include:

- Strong strategic and operational program management skills, including the ability to independently lead multiple concurrent projects and priorities.
- Proven ability to translate strategy into action, supported by effective systems and processes.
- Excellent written and verbal communication skills, including the ability to prepare reports, briefs, proposals and program materials tailored to diverse audiences.
- High-level interpersonal and stakeholder engagement skills, including experience building collaborative relationships across sectors.
- Strong analytical, evaluation and problem-solving skills.
- Proficiency with Microsoft Office 365 and experience using CRM systems such as Salesforce or research/project management software.
- Demonstrated commitment to continuous improvement, knowledge sharing and evidence-informed practice.
- Ability to work both independently and as part of a collaborative team.
- Willingness and ability to travel interstate as required.

As part of your induction process you will be required to undertake the following:

- National Police Check

KEY AREAS OF RESPONSIBILITY AND PERFORMANCE INDICATORS

The major areas of work, organised as key areas of responsibility and performance outcomes, are outlined in this section.

Key Areas of Responsibility	Performance Outcomes
Hope Research Program Strategy	<ul style="list-style-type: none"> • Support the General Manager Clinical Programs, Research and Innovation to design, implement and evaluate Lung Foundation Australia's Research Strategy 2025–2030. • Ensure the strategy and implementation of the Hope Research Program is aligned with Lung Foundation Australia's 2025-2023 Corporate Strategy and reflects consumer-identified research priorities and addresses unmet needs in lung health. • Drive the integration of research outcomes into Lung Foundation Australia's consumer and clinical program delivery, policy advocacy, and fundraising/donor engagement, where appropriate. • Collaborate with the Development team to build awareness of Lung Foundation Australia's research impact across key audiences, leveraging digital platforms, media engagement, and internal publications. • Collaborate and work with the Consumer Programs and Partnerships team to implement the Consumer Engagement Strategy as it relates to the Hope Research Program. • Strengthen Lung Foundation Australia's reputation as a research leader through increased visibility, thought leadership, and active participation in research networks and initiatives. • Monitor and report on key performance indicators including volume and diversity of research applications, partnerships formed, and stakeholder engagement metrics. • Foster a culture of innovation and continuous improvement across the research program.
Operational Management	<ul style="list-style-type: none"> • Identify and deploy fit-for-purpose grants management platforms to support efficient administration, monitoring, and reporting of funded research projects, including potential integration with existing systems such as ResearchFish and Lung Foundation Australia's CRM. • In consultation with the General Manager Clinical Programs, Research & Innovation and CFO, develop an annual Activity Work Plan and supporting budget in alignment with the objectives of the Hope Research Program Strategy and available resources/funding. • Ensure effective implementation of the annual Activity Work Plan – activities are delivered on time, within budget and appropriate data recording, quality monitoring, risk mitigation and evaluation/reporting processes are undertaken.

	<ul style="list-style-type: none"> • Contribution to end of month budget review and reforecasting. • Oversight of multiple research projects via the Awards & Grants Program and strategic partnerships, ensuring cross-functional collaboration where relevant (as per RACI matrix, i.e. Operations, Development and Digital team). • Lead, monitor and report on activities outputs and outcomes of the Hope Research Program for the purposes of reporting to Lung Foundation Australia Executive, Board, donors and to funders, and interested parties (internal and external). • Timely reporting of risks and variances to the General Manager and documentation in the Lung Foundation Continuous Quality Improvement (CQI) Register, as per the CQI Policy. • Contribute to development of future Program KPIs and targets.
Award & Grants Management	<ul style="list-style-type: none"> • The Grants & Awards schedule is planned and maintained year on year, including engagement with the Thoracic Society of Australia and New Zealand to provide annual scientific review and award management. • Develop and embed a formal process for incorporating consumer-identified research priorities into the design and assessment of the annual Grants and Awards round, including co-design with consumer representatives and integration of lived experience perspectives in review criteria. • Work with relevant stakeholders to develop application criteria on new awards and ensure appropriate peer review process in place • Administer the annual Grants and Awards rounds, developing and implementing systems and procedures to achieve improvements in grant application, administration and reporting processes. • Provide feedback to successful and unsuccessful candidates. • Ensure research agreements are developed and monitored in line with grant requirements and schedules to ensure appropriate compliance. • Ensure that timelines and project deliverables for all research activities are maintained to achieve performance excellence and exceed expectations. • Ensure appropriate reports are distributed to donors/funders. • Work with Marketing and Communications team and external stakeholders to promote research rounds, manage announcements and presentations of LFA awards to maximise impact. • Manage the announcements of the Hope Research Fund Award recipients at an annual public awards ceremony and on-boarded as Research Program Alumni.
Strategic Projects & Partnerships	<ul style="list-style-type: none"> • Foster and maintain strong, collaborative relationships with key stakeholders including researchers, research institutes, universities, government agencies, and industry partners. • Coordinate Lung Foundation Australia's involvement in nationally

	<p>competitive grant rounds, including assessing alignment with strategic priorities, providing letters of support, and facilitating consumer engagement where appropriate.</p> <ul style="list-style-type: none"> • Ensure research partnerships and project proposals align with Lung Foundation Australia's corporate strategy and contribute to the organisation's research priorities. • Support the development of collaborative, co-designed research proposals that reflect consumer needs and amplify the impact of Lung Foundation Australia's research investment. • Manage internal processes for reviewing and endorsing external research partnerships, ensuring consistency, transparency, and timely support. • Identify and secure funding opportunities—including philanthropic, government, and industry sources—to sustain and expand Lung Foundation Australia's role and capacity in research leadership and delivery. • Contribute to national conversations on lung health research by identifying and engaging in strategic opportunities for partnership, knowledge exchange, and sector leadership.
Continuous quality monitoring and improvement	<ul style="list-style-type: none"> • Evidence of close monitoring of project activities and outcomes to improve quality of services and increase impact. • Timely communication regarding any issues of concern to the General Manager and implementation of risk mitigation strategies as per project plan. • Lead project evaluation through data aggregation and professional report writing.
Governance	<ul style="list-style-type: none"> • Provide timely reporting of the Hope Research Program for the CEO, Board and others as appropriate. • Oversight of relevant research advisory committees as/when required.
Finance Management	<ul style="list-style-type: none"> • With the General Manager Clinical Programs, Research & Innovation, plan, develop, monitor and proactively manage the Hope Research Program, Grants and Awards budget to ensure appropriate budgeting controls are in place. • Monitor and ensure all financial requirements are provided on time and consistent with contractual obligations from Award and Grant recipients.
Team contribution and effectiveness	<ul style="list-style-type: none"> • Positive contribution to team environment through the demonstration of behaviours that reflect Lung Foundation Australia values – BE FAIR. • Work in a consultative manner with the senior leadership team and in collaboration with broader team to achieve goals. • Work synergistically within and across teams of Lung Foundation Australia. • Regular cross-organisation communication of program activity. • Participation in Lung Foundation Australia events and meetings as required. • Compliance with Lung Foundation Australia values, policies,

	procedures and statutory obligations.
Workplace Health & Safety (WHS)	<ul style="list-style-type: none"> • Compliance with legislative and Lung Foundation Australia WHS Policy. • Ensure a safe working environment for self and others, including when working from home.

SECTION 3

REPORTING RELATIONSHIPS

This position reports to the General Manager, Clinical Programs, Research & Innovation

EXTERNAL RELATIONSHIPS

This position works significantly with a variety of internal and external stakeholders to deliver projects and activities.

SECTION 4

PERFORMANCE APPRAISALS

Performance review and career development discussions will take place six monthly with the General Manager Clinical Programs, Research & Innovation.

SECTION 5

ACCEPTANCE OF POSITION DESCRIPTION

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

(Employee name)

Date