

POSITION DESCRIPTION

Position Title	Group Director Cabrini Research Institute
Reports to (Title)	Chief Executive
Group Director/ Chief	Chief Executive
Department	Hospital Administration
Position Location	Education & Research Precinct
Award/Agreement	
Delegation of Authority Level	As per DOA matrix

Position Summary & Role Purpose

The Group Director Cabrini Research Institute provides strategic, scientific and operational leadership for research across Cabrini Health. The role leads a high-quality, sustainable research portfolio that builds on Cabrini's clinical strengths and translates evidence into better patient care and outcomes.

Working with the Chief Executive, Cabrini Research Committee, clinical leaders and external research partners, the Group Director sets research priorities, drives research excellence and fosters a culture where research is embedded in clinical practice. The role is responsible for growing a sustainable and high-performing research portfolio, strengthening research capability, securing funding and strategic partnerships and translating research into measurable improvements in patient care and outcomes.

The Group Director is an exemplar for research governance, integrity, performance and resource stewardship, ensuring all research activities align with Cabrini's mission, values and strategic priorities.

Key Result Areas

1. Key Responsibilities, Outcomes and Activities

1.1 Strategic leadership and research excellence

- Develop and oversee the delivery of Cabrini's research strategy, with clear priorities, milestones and measures of success.
- Prioritise and review research programs according to scientific merit, clinical relevance, feasibility and potential impact.
- Promote innovation and multidisciplinary collaboration, embedding research into clinical practice.
- Support the translation of findings into improvements in patient care, safety, experience and outcomes.
- Encourage meaningful involvement of patients, consumers and carers in research.
- Advise the Chief Executive and Research Committee on strategic opportunities and emerging developments.
- Model Cabrini's mission and values through ethical leadership and responsible stewardship.

1.2 Research governance, integrity and quality

- Oversee governance systems that ensure compliance with applicable legislation, ethical guidelines, research integrity requirements and clinical trial standards.

- Ensure required ethics approvals, institutional authorisations and agreements are in place before research commences.
- Establish clear responsibilities for investigators, research leaders and support functions, respecting independent ethics review and integrity processes.
- Oversee safeguards for participant safety, informed consent, privacy, research data and biospecimens.
- Ensure conflicts of interest, complaints, suspected integrity breaches and significant incidents are appropriately managed and escalated.
- Monitor compliance through proportionate audits and reviews, ensuring corrective actions are completed.

1.3 Operations and performance

- Translate research strategy into annual plans with defined responsibilities, deliverables and performance expectations.
- Oversee the coordination of research programs and support functions to improve delivery, collaboration and efficiency.
- Monitor program and clinical trial performance, including milestones, recruitment where relevant, scientific outputs and clinical impact.
- Recommend expansion, redesign or closure of programs based on performance, strategic fit and sustainability.
- Work with clinical and operational leaders to integrate research with service delivery.
- Report to the Chief Executive and Research Committee on performance, risks and required actions.
- Oversee the development of the Cabrini Research annual report and contributions to organisational reporting.

1.4 Partnerships and funding

- Build strategic partnerships with universities, research institutes, health services, government and industry.
- Lead a funding strategy encompassing competitive grants, philanthropy, industry partnerships and sponsored research.
- Partner with Cabrini Foundation to engage supporters and demonstrate the impact of philanthropic investment.
- Work with finance and legal teams to ensure research agreements address costs, obligations, intellectual property and publication rights.
- Represent Cabrini Research externally and promote its achievements to relevant stakeholders.

1.5 Financial and resource management

- Develop and manage research budgets and resource plans aligned with approved priorities.
- Monitor revenue, expenditure and commitments, addressing financial risks and variances.
- Maintain transparent financial accountabilities across programs, grants and clinical trials.
- Ensure funding is used in accordance with contractual obligations, donor intent and Cabrini policies.
- Assess the financial viability and resource requirements of proposed programs.
- Allocate people, infrastructure and equipment according to strategic priorities and organisational capacity.

2. Work Health and Safety

Cabrini is committed to providing work environments which are physically and psychosocially healthy and safe for all employees, contractors, volunteers, students, patients, residents, customers and visitors.

All employees are personally responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions.

Employees shall comply with and apply the processes defined in the Cabrini Work Health and Safety Management System. This system enshrines a risk management approach to all work health and safety issues, including a structured method for controlling (eliminating or minimising) work health and safety risks.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

3. Safety and Quality

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

4. Child Safety

Cabrini complies with the Victorian Child Safe Standards 2015 and the National Catholic Safeguarding Standards. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies including the following:

- Child safe organisational framework
- Mandatory reporting of suspected child abuse
- Working with children check

5. Contributes to Cabrini Health Mission

Participates in formation activities in the Cabrini Health Framework and Resource Guide for Spiritual Focus and Integrating values and the Leadership Competency Model.

Organisational Relationships

The Group Director Cabrini Research Institute:

- Reports directly to the Chief Executive
- Maintains a close collaborative working relationship with the Cabrini Research Committee

Committee Membership

The Group Director Cabrini Research Institute will participate as a member of the following committees:

- Relevant external committees as a representative of Cabrini
- As directed by the Chief Executive

Staff Development

The Group Director Cabrini Research Institute will demonstrate a commitment to personal and professional development of self and staff by:

- Attracting, developing and retaining high-calibre researchers and research support staff.
- Setting clear accountabilities and manage performance through regular feedback, coaching and development.
- Building an inclusive, collaborative culture that encourages knowledge sharing, accountability and continuous improvement.
- Strengthening capability through mentoring, education and support for emerging investigators and clinician researchers.
- Developing workforce and succession plans to address critical capability needs.
- Promoting staff wellbeing, safe working practices and sustainable workloads.
- Maintaining current professional knowledge and continuing development.

Key Competencies

The Group Director Cabrini Research Institute must demonstrate the following:

Qualifications

- Medical practitioner with relevant clinical qualifications.
- Should be eligible for university appointment (or already appointed) at Professor or Associate Professor level.

Knowledge and Experience

- Extensive experience leading and developing multidisciplinary teams to deliver complex research programs.
- Proven strategic and operational leadership, including contributing to executive decision-making and delivering organisational priorities.
- Strong communication and stakeholder engagement skills across clinical, academic, industry and community settings.
- Established national and international research networks, with a strong understanding of research funding and demonstrated success securing support.
- Demonstrated commitment to mentoring clinician researchers and supporting postgraduate research training.
- Sound knowledge of research governance, ethics, clinical trial disclosure requirements and relevant regulatory standards.
- Proven ability to prioritise and deliver research programs within agreed timelines, budgets and quality standards.

Personal Qualities

- Commitment to Cabrini's mission, values and vision.
- Integrity, initiative, sound judgement and respect for confidentiality.
- A collaborative leadership style that builds trust, communicates a clear vision and develops others.
- Personal accountability, self-motivation and the ability to work independently.
- Open communication and a willingness to provide honest, constructive feedback.

Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

Our mission

WHO WE ARE

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

WHAT WE BELIEVE

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

WHAT WE DO

We provide excellence in all of our services and work to identify and meet unmet need.

Our values

Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.

Compassion

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

Integrity

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

Courage

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

Respect

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.
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Behaviours that matter

Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to “provide excellence in all of our services”.

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

We are committed to safety and quality:

Behaviours that matter	Unacceptable behaviours
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

We are here to provide service:

Behaviours that matter	Unacceptable behaviours
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

We work together to achieve the best outcome:

Behaviours that matter	Unacceptable behaviours
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

We exhibit a positive attitude:

Behaviours that matter	Unacceptable behaviours
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

We want to build a just and sustainable community:

Behaviours that matter	Unacceptable behaviours
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless