

Position Description

Position Title: Senior Manager, Scientific Programs (Fellowships)

Organisation: Snow Medical Research Foundation

Reports To: Head of Fellowships

Employment Type: Full-time, permanent

Location: Woolloomooloo, Sydney (3 days min onsite)

Position Purpose

The **Senior Manager, Scientific Programs** will drive the continued growth, excellence and impact of Snow Medical's Fellowship Program and associated scientific initiatives. Working closely with the Head of Fellowships this role will play a central role in program delivery, stakeholder engagement, scientific analysis and operational improvement and growth.

The successful candidate will help ensure the Fellowship Program continues to provide an exceptional experience for Fellows while supporting the development of new initiatives that strengthen Australia's biomedical research ecosystem.

We are seeking someone who enjoys building capability, improving ways of working, and developing scalable systems that enable program growth and organisational effectiveness.

This role combines scientific credibility with strong program management capability. It is ideally suited to an individual with postdoctoral research experience who enjoys translating strategy into action, building effective systems, managing complex projects and working with leading researchers.

As Snow Medical continues to grow, the role will have opportunities to contribute to new initiatives, support international engagement activities and take increasing responsibility for program leadership.

Key Responsibilities

Fellowship Program Delivery

- Support the management and continuous improvement of the Snow Fellowship Program.

- Coordinate key program activities including recruitment, assessment, monitoring and review processes.
- Build productive relationships with Snow Fellows and their host institutions.
- Contribute to the delivery of Fellow development activities, events and strategic initiatives.
- Support the implementation of program policies, systems and operational frameworks.

Program Development and Innovation

- Assist in the design, implementation and evaluation of new scientific programs and initiatives.
- Contribute to the development of opportunities that strengthen research excellence, leadership, collaboration and translation.
- Conduct environmental scans and analyse national and international funding models to identify emerging opportunities.
- Support pilot programs and new strategic initiatives as Snow Medical expands its activities.

Research Excellence and Impact

- Contribute to initiatives that promote research excellence, leadership capability and high-performing research environments.
- Assist in the development and implementation of frameworks that strengthen research culture, team performance and scientific impact.
- Analyse program outcomes and identify opportunities for continuous improvement.

Scientific and Strategic Analysis

- Prepare high-quality briefings, reports, presentations and discussion papers.
- Support the Head of Fellowships in conducting scientific and strategic analyses to inform investment decisions and program development.
- Monitor developments in biomedical research, funding policy and international best practice.

Stakeholder Engagement

- Engage with researchers, institutions, expert reviewers and advisory groups.
- Support preparation of materials for Snow Medical leadership, committees and Board discussions.
- Collaborate with external partners to support effective program delivery.

Organisational Development

- Identify opportunities to improve program systems, processes and operational effectiveness.
 - Contribute to the development of scalable approaches that support future growth.
 - Support the onboarding and mentoring of future program staff as the organisation expands.
 - Lead continuous improvement initiatives to strengthen program systems, processes, governance and stakeholder experience.
 - Develop scalable operational frameworks that support the growth and future expansion of Snow Medical's scientific programmes.
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Selection Criteria

Essential

- PhD in biomedical science or related discipline.
- Postdoctoral research experience.
- Experience managing complex projects, programs or research initiatives.
- Demonstrated ability to improve systems, processes and ways of working, with a focus on organisational effectiveness and scalable program delivery.
- Strong organisational and operational management skills.
- Excellent written communication skills with demonstrated ability to prepare high-quality reports, briefings and presentations.
- Strong stakeholder engagement and relationship management capability.
- Ability to manage multiple priorities and deliver high-quality outcomes.
- Strong analytical and problem-solving skills.
- High levels of judgement, professionalism and discretion.

Desirable

- Experience working within a funding organisation, research institute, government agency, philanthropy or research strategy role.
- Understanding of research funding, grant assessment and program evaluation processes.
- Experience working with senior scientific leaders and advisory committees.
- Familiarity with research translation, commercialisation or innovation ecosystems.
- Experience supervising or mentoring staff.

Key Attributes

The Senior Manager, Scientific Programs will need to have the following core attributes:

Strong Communication Skills

Excellent oral and written communication skills to effectively communicate with internal and external stakeholders including Board, Investment Committee, team and partners. The ability to articulate Snow Medical's mission, engage with partners and communicate complex ideas clearly and compellingly is essential.

Team Player

Demonstrate teamwork skills with internal and external stakeholders associated with Snow Medical. This includes pitching in when required, providing support to other team members and showing equal respect to your colleagues and other team members. The role will develop and foster positive internal and external relationships to manage ad-hoc duties and tasks as directed by their manager and the Snow Medical team.

Delivery of Service

Ensure the highest quality and responsive delivery of service to the community, members and associates.

Confidentiality

The role requires handling of sensitive information of Snow Medical, members and associates and will not divulge any confidential information to any third party or other employee unless directed to do so by their manager.

Time Management Skills

They will have the responsibility of ensuring that all administration tasks i.e. coding of invoices and document organisation are completed in a timely manner to ensure costs are recorded for the monthly financial statements.

Presentation and Image

The Senior Manager, Scientific Programs must be professionally presented and have a clear understanding that they are always representing Snow Medical.

Snow Medical Values

The Senior Manager, Scientific Programs will positively follow the Foundation's values to ensure the culture is maintained as a family owned, positive, professional business.

Feedback

The Senior Manager, Scientific Programs may participate from time to time in a feedback process such as 360 degree or a formal review as part of their professional development and will use this feedback to understand development and learning opportunities associated with their role within the business. Annual reviews will be conducted with your direct manager, and we encourage live feedback at any time you or your manager feel necessary during your employment. It is expected that all staff engage in feedback discussions in an open and constructive manner and work together with their manager on genuine opportunities to improve performance.

Self-Starter

The role requires a level of autonomy in providing support to the Snow Medical team, members and stakeholders and identify priorities without ongoing direction as well as providing support at short notice when required. They will need to understand the position and create opportunities to better the role with fresh ideas and innovative ways of undertaking it.

Software

The role required to be proficient in all aspects of the following software programs:

- Microsoft Office software, including Word, Excel, PowerPoint and Outlook.

Target Safety – Aim High

All Snow Medical employees have a duty to:

- take reasonable care for their own health and safety.
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- comply, so far as they are able, with any reasonable instruction that is given by Snow Medical Research Foundation to allow it to comply with its work, health and safety obligations.
- comply with any reasonable policy or procedure of Snow Medical Research Foundation relating to work health and safety.
- follow all Safe Working Procedures and Safe Work Method Statements relevant to their role.

Risk Management

All Snow Medical employees have a duty to identify and assess potential risks that may hinder the reputation, safety, security and financial prosperity of Snow Medical:

- Manage the process of identifying and assessing the risks that could/would affect the business.
- Report and communicate risk issues to your manager and/or Risk Management Committee as soon as possible.

- Implement where appropriate, risk control actions.
- Comply and implement systems, policies, and procedures for the identification of risk.

