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| Organisation | Psychoimmunology Institute Pty Ltd |
| Job title | Research Manager |
| Reports to | CEO, Psychoimmunology Institute Pty Ltd |
| Job status | Permanent full time |
| Location | Byron Bay, NSW |
| Salary | A\$ base annual salary plus superannuation in line with government regulations (currently 11%) |
| To apply | Email your application to Shayne McKenzie at shayne@psychoimmunology.com.au Please include a cover letter indicating your interest and suitability for the role Application deadline: 5pm AEST Friday September 27, 2024 |

About Psychoimmunology Institute

The Psychoimmunology Institute is a private research and clinic company that is dedicated to using a psychoimmunology approach to research the root cause of medical diseases to develop treatments that permanently eliminate the targeted pathogen causing the disease, and hence the targeted disease's symptoms.

Job Purpose

The Research Manager is responsible for undertaking and executing a wide range of research projects and activities, from prioritising research projects, researching etiology of unknown diseases through to the development of new psychoimmunology treatments to be released in our medical clinics.

Reporting to the CEO of the Psychoimmunology Institute, the Research Manager works with the senior management team to identify new research opportunities, and lead the day-to-day management of existing research projects, ensuring the completion of projects on time and on budget. A key part of the manager's role is developing new psychoimmunology treatments for diseases that have no current cure, which will contribute to the financial viability of the Psychoimmunology Institute.

Duties and Responsibilities

Research Strategy and Planning

- Make professional decisions and recommendations on all aspects of research work
- Lead the prioritisation of research projects with input from senior management team
- Design and manage multiple R&D projects
- Participate in budget forecasting and preparation and manage agreed research budget
- Establish policies to ensure compliance with all relevant state or federal regulations

Implementation of Research Projects

- Supervise all research projects conducted by the Psychoimmunology Institute and ensure they are all conducted in an ethical manner
- Lead regular team meetings to review and report on progress and deliverables
- Conduct primary or secondary analysis of quantitative and qualitative research data
- Conduct sessions with research clients to test the safety and efficacy of new treatments
- Provide regular updates to the senior management team and other relevant key stakeholders
- Conduct periodic reviews and evaluate research efforts in collaboration with key stakeholders

Training and Development of Clinic Staff

- Develop a training plan, in consultation with the Clinic Director and other key stakeholders, for Psychoimmunology Institute clinic staff once a new treatment is ready for release as a clinic treatment
- Support the development of clinic staff to ensure high quality delivery of clinic treatments

Publish Research Findings

- Ensure treatments developed by the research team are well documented to assist with the training of Psychoimmunology Institute clinic staff
- Prioritise topics for research publication in desirable journals
- Author (or co-author) agreed research publications for peer review

Qualifications and Experience

- A graduate degree in medicine, science or related field required. PhD preferred
- Minimum of 5 years of experience in health research, and at least 12 months directly overseeing research planning, analysis, and project management
- Experience managing research projects through to release of new treatments
- Minimum 3 years experience in psychoimmunology research

Knowledge, Skills and Abilities

- Knowledge of how psychoimmunology approach can lead to the development of treatments that will eliminate diseases
- Knowledge of intracellular biology
- Comprehensive knowledge of research principles applicable to health research
- A track record in breakthrough research
- Demonstrated ability conceptualising new research projects as part of a multidisciplinary team
- Strong skills in researching a topic and efficiently synthesising information
- Proven ability to effectively lead project teams both in a physical and virtual team environment
- Sound understanding of research ethics, particularly as they relate to medical diseases
- An understanding of psychological trauma, and preferably experience with trauma releasing techniques
- A positive, open and collaborative approach, operating in line with Psychoimmunology Institute's core purpose and organisational values
- Ability to work under own initiative with a proactive approach to problem solving
- Strong literacy with word-processing, spreadsheets, and presentations programs
- Flexible to work across time zones in Europe and North America
- Enjoys working in an environment of continuous change