

Position Description

IBAS/Executive Director

Classification:	EX02
Business unit/department:	IBAS/Corporate
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025 Choose an item. Choose an item.
Employment type:	Fixed-Term Part-Time
Hours per week:	15.2 hours per week
Reports to:	Board of Directors of IBAS LTD via Chair
Direct reports:	Research Manager Accountant Administration & Communication Officer Associate Director, Research Programs
Financial management:	Budget: \$3-5M
Date:	October 28, 2025

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The IBAS Ltd Executive Director/CEO is responsible for the overall leadership and strategic management of the Institute for Breathing and Sleep (The Institute).

The Executive Director will engage with the Board to drive the development and implementation of the Institute's, strategic direction and oversee and direct research efforts to lead the advancement of the quality and quantity of the research outcomes. Integral to the role of Executive Director is stakeholder engagement and relationship management, whilst maintaining ethical and integrity excellence within the Institute.

The Executive Director is accountable to the Institute's Board for the conduct of the Institute, the direction, development and conduct of the research programs, and the leadership and support of the researchers and staff in conjunction with senior researchers (The Institute's Fellows).

The Executive Director must have standing in the health and research community, with the capability and appetite to identify and implement opportunities to expand the Institute's services.

This position requires working with the IBAS Executive Committee and Austin Health research committees to deliver the requisite academic and strategic leadership to ensure that the overarching vision for the Institute is realised. The ED/CEO also manages a team of executives responsible for ensuring the operational success of the Institute.

Responsible for driving the success of IBAS Ltd through strong academic and research facilitation and leadership, the successful candidate will demonstrate effective relationship management and a practical approach to communicating the vision and purpose to internal and external audiences and building the capacity and capability to deliver on its key objectives.

About the Institute for Breathing and Sleep

The Institute for Breathing and Sleep is a single not-for-profit independent medical research institute located at the Austin campus of Austin Health. IBAS has a mission to promote, facilitate and co-ordinate research and education in respiratory and sleep health.

The Institute comprises researchers, project staff, students and associated clinicians working on respiratory and sleep-based research and education, as well as a team of administrative staff. It has affiliations with the Departments of Respiratory Medicine and Sleep Medicine, Intensive Care, Nuclear Medicine and Clinical and Health Psychology at Austin Health.

The Institute is a partner with the University of Melbourne and also affiliated with, Monash University, RMIT, and Swinburne University of Technology. The Institute has an open and supportive atmosphere that encourages engagement and input from all.

Position responsibilities

Strategic

- Lead the development and implementation of the strategic plan as approved by the Board.
- Ensure the highest quality research and research translation outcomes by The Institute's staff
- Grow research and research translation income, through increasing the volume, quality and successful conversion of competitive research grants, industry funding and commercialization success.
- Attract and retain research talent, underpinned by collaboratively providing world class core research infrastructure and support available to researchers at affordable rates.



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- Review the business operations on an ongoing basis to ensure value proposition to partner organisations.
- Assess business opportunities of potential benefit to The Institute and lead the implementation of approved initiatives.
- Sustain competitive advantage through maximising available resources, encouraging staff commitment and strategically aligning the corporate culture with The Institute's goals and objectives.
- Establish and maintain effective and positive relationships with Board members, partners, research fellows and other members of The Institute and other government, industry and business partners
- Undertake the role of The Institute's spokesperson in accordance with the Board Charter
- Ensure statutory, legal and regulatory compliance with corporate policies and standards.
- Ensure appropriate risk management practices and policies are in place.
- Develop, lead and motivate the Operational Management Team
- Promote the IBAS Ltd brand of Institute for Breathing and Sleep and its lead centres and research fellows across a broad range of national and international audiences, while complementing the brand of the partners

Financial

- Ensure development of the research profile of The Institute to attract talent and competitive funding.
- Deploy The Institute's strategic funds effectively to maximise research output and quality in translational research through researcher recruitment and development.
- Facilitate external relations of The Institute with Universities, Victorian and Federal Departments of Health, Partner Health Services and Hospital and government to enhance funding opportunities through these sources.
- Promote the profile of the Institute of Breathing and Sleep among target audiences of community and the corporate sector to assist raising strategic funds.
- Optimise commercialization of the Institutes research outputs
- Develop annual corporate budgets and long-term budgets including operating budgets, capital expenditure budgets and cash flow budgets for consideration by the Board.
- Ensure a sustainable resourcing and execution of the approved annual budgets.

Governance and Administrative

- Provide overall executive leadership for the Institute and its programs, in line with strategic directions and plans developed with the Board.



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- In conjunction with the Operational Management Team, prepare business plans and reports.
- Oversee the efficient and effective operation of the Institute, including the development and implementation of essential plans in all areas including research, communication, governance, finance and administration. Specific tasks include,
- Develop the Institute's key staff.
- Develop structures for assisting research Principal Investigators and other project personnel to develop, fund and conduct research, including budgeting and monitoring expenditure.
- Ensure robust management processes are in place for grants and sponsored projects (including clinical trials), including grant identification, submission, administration, reporting, budgeting and timely invoicing and receipt and inter-institutional grant agreements.
- Undertake risk management and develop appropriate response strategies.
- Ensure Board meetings are scheduled on a quarterly basis, at minimum
- Ensure Board and Finance & Audit Committee financial and other reports are prepared and supported by an appropriate set of work papers that include variance analysis and commentary.
- Ensure all other financial reporting requirements are met, including annual reports, audit and other reports. In particular, ensure that the Institute's accounting records are maintained in accordance with Accounting Standards, Corporations, Law requirements and other not-for-profit organization requirements (e.g., Australian Charities and Not for Profit Commission).
- Other duties as required.
- With the Board, develop and grow the Institute as a leading independent Medical Research Institute within the Heidelberg precinct- in particular,
- Manage strategic relationships and collaborative research partnerships to grow the quality and quantity of research conducted by the Institute.
- Grow the Institute's revenue by exploring opportunities to leverage and expand the Institute's research administration and infrastructure services.

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks.
- Comply with the Code of Conduct

People Management Roles:

- Ensure clear accountability for quality and safety
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional.
- Be aware of and comply with Austin Health core education, training and development policy.



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Selection criteria

- Senior management / leadership experience in complex operating environment, preferably research, health and/or higher education. Relevant qualifications an advantage
- Demonstrated success in strategy development and implementation and leading change
- Track record of leading a successful research program/scientific reference group.
- Experience with the university sector and relevant research and/or Government organisations
- Understanding of the current research and innovation environment including an understanding of and experience in translational research
- Demonstrated knowledge of contemporary business and management concepts and issues, with the capacity to apply this knowledge in the provision of high-level advice and support relevant to the Institute in terms of financial operations, budget planning and performance management systems.
- Demonstrated ability to build and maintain successful relationships with stakeholders in government, research, commercial and education organizations
- Demonstrated knowledge of corporate and research governance
- Knowledge of commercial contract requirements
- The candidate will demonstrate the following leadership and management behavioral competencies.

Leadership

- Communicates a compelling picture of how the sector and the Institute will evolve that clearly ties short-term initiatives to longer-term strategies and values.
- Exudes a passion for the future of the organisation; inspires and engenders the internal community; focuses resources proactively on serving the current environment and seeding the next opportunity.
- Leads and mentors to generate proactive thinking and continuously improved operations Results Orientation
- Translates organisational goals into defined performance plans and ensures targets are met.
- Aligns individual performance goals and measures systematically, and consistently uses them to drive performance.
- Has an ability to create and implement organisational objectives in a team environment with a sense of urgency

Relationship and Team

- Possesses a high level of emotional intelligence and ability to identify relationships that are important within and to IBAS LTD and its stakeholders, and how to leverage them into an enduring competitive advantage.
- Operates with a strong sense of integrity and collegiality that involves a wide spectrum of management and stakeholders in decision making and brings the team along.



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Enables Innovation

- Responds to problems or challenges with new perspectives and explores a variety of relevant possible solutions.
- Drives change effectively, inspires the team, and understands the impact and consequences of change.

Professional qualifications and registration requirements

- Undergraduate degree in Health Sciences or Business

Preferred

- Post graduate degree in Business/Administration

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information



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Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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