

Position Description

Position Title	Business Development Manager Clinical Trials
Position Number	30013210
Division	Office of the CEO
Department	Clinical Research
Reports to	Chair of Clinical Research
Management Level	Tier 3 - Business Manager
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The Business Development Manager Clinical Trials – Research Operations and Development provides operational leadership and strategic support to the Chair of Clinical Research in building a sustainable, high-performing and commercially informed research function at Bendigo Health.

The role has a strong focus on research governance, operational systems, business development, research enablement tools, workforce capability and research infrastructure development.

The Business Development Manager Clinical Trials will support the establishment of efficient and scalable research processes, strengthen compliance and governance frameworks, assist clinicians and researchers to navigate research pathways, and identify opportunities for growth through grants, partnerships, industry engagement and translational initiatives.

The role will work closely with clinical teams, universities, research institutes, philanthropic organisations and industry partners to position Bendigo Health as a leading regional clinical research and innovation hub.

This Business Development Manager Clinical Trials role has been intentionally designed to complement — rather than duplicate — the strategic and academic leadership responsibilities of the Chair by focusing on operational delivery, governance maturity, scalable systems, research enablement and sustainable business growth.

Role Objectives

Domain	Measures
Governance	Strengthen research governance systems, compliance processes and operational frameworks.
Operations	Improve efficiency and consistency of research administration and project support services.
Capability	Increase clinician participation in research through practical tools, training and mentorship support.
Business Development	Expand grant income, partnerships, clinical trials and external collaboration opportunities.
Systems and Tools	Develop accessible research toolkits, templates, dashboards and operational resources.
Performance	Improve reporting, transparency and monitoring of research activity and outcomes.
Translation	Support implementation of research findings into clinical care and operational improvement.
Advocacy	Promote Bendigo Health as a leading regional centre for research excellence and innovation.

Responsibilities and Accountabilities

Key Responsibilities

1. Research Operations and Service Development

- Support operational leadership of the Bendigo Health Research Office.
- Develop and implement efficient research business processes, workflows and reporting systems.
- Establish standardised research tools, templates, frameworks and “research starter kits” for clinicians and departments.
- Support implementation of digital systems for research tracking, governance, ethics and reporting.
- Coordinate research administration functions including project onboarding, reporting and performance monitoring.

2. Governance and Compliance

- Support the Chair of Clinical Research and Research Steering Committee in maintaining strong governance frameworks.
- Lead operational compliance processes relating to ethics, governance approvals, Good Clinical Practice (GCP), data management and regulatory requirements.
- Develop governance toolkits, policy documents, SOPs and operational guidelines.
- Monitor research risk management systems, audit processes and reporting obligations.
- Support continuous improvement and accreditation readiness activities relating to research governance.

3. Research Capability and Workforce Development

- Develop practical education resources, capability frameworks and research training programs for clinicians and allied health staff.
- Coordinate mentoring support and pathways for novice researchers and clinician researchers.
- Create accessible research guides, grant writing resources and project development toolkits.
- Assist departments to identify research opportunities aligned to strategic priorities and service improvement initiatives.
- Promote participation in research activities across multidisciplinary teams.

4. Business Development and Partnerships

- Identify and support opportunities for external funding, industry collaboration and philanthropic partnerships.
- Assist in preparation of grant applications, business cases and partnership proposals.

- Support development of research-related revenue opportunities including clinical trials and collaborative programs.
- Build relationships with universities, research institutes, commercial partners and regional health services.
- Support positioning of Bendigo Health as a preferred regional research and innovation partner.

5. Research Performance and Analytics

- Develop and maintain research performance dashboards and reporting systems.
- Monitor KPIs including publications, grant income, ethics approvals, recruitment activity and translational impact.
- Provide regular reporting to Executive, Board committees and research governance forums.
- Support evaluation of research return on investment and organisational impact.

6. Translation and Innovation

- Support translation of research outcomes into operational practice and service redesign.
- Facilitate collaboration between clinical operations and research teams to drive innovation and quality improvement.
- Promote scalable models that improve patient outcomes, workforce sustainability and system efficiency.
- Assist with showcasing Bendigo Health research achievements internally and externally.

Key Selection Criteria

Essential

1. Relevant postgraduate qualification in health, research, management, business or related discipline.
2. Demonstrated experience in research operations, governance, project management or healthcare innovation.
3. Experience supporting clinical research programs, ethics/governance processes or translational research initiatives.
4. Demonstrated experience in business development, partnership management or grant coordination.
5. Experience developing operational systems, toolkits, frameworks or service improvement initiatives.

Skills and Attributes

1. Strong organisational and operational leadership capability.
2. Excellent understanding of research governance, ethics and compliance frameworks.
3. Highly developed stakeholder engagement and relationship management skills.
4. Strong written communication and business case development capability.
5. Ability to work collaboratively across clinical, academic and operational environments.
6. Practical and solutions-focused approach to service development and implementation.
7. Commitment to innovation, continuous improvement and regional health advancement.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.