

The Institute Research Management Committee

Terms Of Reference

The Institute Research Management Committee's role is to facilitate the conduct of high quality research in The Institute, including supervision of Honours and Postgraduate research students by acting as a point of contact with the scientific community. Any shortcomings identified by the Management Committee will be referred to the BHI Policy Committee for consideration (through the Chair).

Functions of the Committee

1. Undertake an annual review of the Requirements of Users document that applies to research groups/departments operating in The Institute for recommendation to BHI Policy Committee.
2. Review and further develop the functional relationships between users to facilitate optimal space utilisation.
3. Liaise with the BHI Facility Manager re broad direction of duties and responsibilities.
4. Foster and maintain a strong collegiate and supportive environment that encompasses mutual respect, collaboration, mentoring and professionalism.
5. Facilitate optimal physical resources for Honours and Postgraduate student research programs.
6. Act as a point of contact **with and for** the scientific community of TQEH.
7. Liaise with infrastructure service providers to ensure requirements of researchers are met.
8. Ensure The Institute facilities meet occupational health and safety standards.
9. Liaise with Manager, Animal House re requirements for using the Animal House facility.
10. Provide strategic advice and recommendations to the BHI Policy Committee on major items of equipment, including new items for purchase.
11. Implement policy directions of the BHI Policy Committee

Documentation:

1. Agenda items and Minutes of meetings will be coordinated between the chair and Research Directorate.
2. Develop, implement and review policies and procedures for operation of The Institute.

Committee reporting lines and responsibilities

1. The Committee is responsible to the BHI Policy Committee through the Director of Research.
2. The Chair of the Committee should be a member of the BHI Policy Committee
3. It is desirable that there be an overlap in membership between the BHI Management Committee and the BHI Policy Committee.
4. Any issues identified by the Management Committee that are outside its terms will be referred to the BHI Policy Committee for consideration (through the Chair).
5. Issues and concerns about the Management Committee, its decisions, priorities etc should be referred to the Policy Committee (through the Chair) for further consideration/review.