**POSITION DESCRIPTION**

Melbourne Institute: Applied Economic & Social Research  
Faculty of Business and Economics

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External Funding Development Manager

<table>
<thead>
<tr>
<th>POSITION NO</th>
<th>0043251</th>
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<tbody>
<tr>
<td>CLASSIFICATION</td>
<td>UOM 7</td>
</tr>
<tr>
<td>SALARY</td>
<td>$98,402 – $106,519 p.a</td>
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<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
</tr>
<tr>
<td>WORKING HOURS</td>
<td>Full-time</td>
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<td>BASIS OF EMPLOYMENT</td>
<td>Continuing</td>
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<td>OTHER BENEFITS</td>
<td><a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a></td>
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<tr>
<td>HOW TO APPLY</td>
<td>Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.</td>
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</table>
| CONTACT FOR ENQUIRIES ONLY | Rachel Derham, Business Manager, Melbourne Institute  
Tel +61 3 8344 2158  
Email r.derham@unimelb.edu.au  

*Please do not send your application to this contact*

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For information about working for the University of Melbourne, visit our website: [about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)
Acknowledgement of Country

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

The External Funding Development Manager is a key member of the Melbourne Institute’s Engagement Team and will support the engagement of the Melbourne Institute by identifying and recommending opportunities for collaborations, following up on and maintaining relationships with industry, State and Commonwealth government partners, and assisting in the preparation and response to tenders and the preparation of project proposals.

The External Funding Development Manager will be critical in enabling the Melbourne Institute to reach its engagement and research income goals, particularly in Higher Education Research Data Collection (HERDC) categories 2 and 3. The External Funding Development Manager also has a role in reviewing Australian Research Council (ARC) and National Health and Medical Research Council (NHMRC) grant applications and other grant opportunities as well as internal grant submissions to the Faculty of Business and Economics and the University of Melbourne.

The focus of the role will be on assisting with the preparation and development of tenders and research project proposals and in assisting senior staff in the ongoing management and facilitation of long-term research projects. The role will also assist the Data and Analytics team in regard to overseeing contractual obligations regarding data access.

The incumbent will report to the Business Manager and will establish strong working relationships with the Melbourne Institute’s Engagement Team, the broader professional staff team, Melbourne Institute academic staff and with staff in the Faculty of Business and Economics, University Services and Chancellery.

1. Key Responsibilities

1.1 FUNDING OPPORTUNITIES

- Guided by existing engagement and marketing strategies, identify and recommend appropriate opportunities for government- and industry-sponsored research and education, and assist in converting opportunities into funded research projects.
- Maintain current partnership/existing relationships and follow up on warm leads.
- Work to enhance industry engagement for the Melbourne Institute.
- Attend meetings between the Director and external partners and follow up on outcomes from meetings.
- Maintain CRM database with details of contacts, meetings and outcomes.
- Coordinate and manage established strategic relationships with industry and government partners.
- Review tender requests from various sources and recommend appropriate tenders to relevant researchers.
1.2 RESEARCH PROPOSALS AND CONTRACTS

- Assist with developing and preparing proposals for external funding, including tenders and research contracts, with a focus on HERDC research income categories 2 and 3.
- Coordination and assistance with the preparation and development of tender responses and research project proposals.
- Review external and internal grant applications prior to submission.
- Assist with the preparation of funding agreements for the delivery of research, consulting and custom education.
- Liaison with RIC Contracts and/or Legal Services to review contracts and agreements.
- Preparation for execution of standard agreements, sub-contracts and independent contractor agreements as appropriate.
- Assist with preparing documentation including writing up budget justification in line with University policy for proposals.

1.3 OTHER ACTIVITIES

- Maintenance of a database recording funding opportunities, tender/grant submissions under consideration, outcomes for internal reporting.
- Establish and maintain productive working relationships with colleagues across the organisation such as the Business Development Manager and also Post-Award Finance Support staff within Research, Innovation and Commercialisation and other staff within University Services and Chancellery.
- Coordinate interactions between academic staff in the Melbourne Institute and the Business Development Manager and other staff within University Services and Chancellery.
- Interpretation of University Research Policy to the Melbourne Institute level to ensure compliance and adherence to policy.
- As a member of the Melbourne Institute’s Engagement Team work with other team members on the promotion of engagement activities and participate in reporting.
- Ensure compliance with University’s policies in relation to agreements and record services.
- Other related tasks appropriate to the scope of the position as instructed by the Director, and/or Business Manager.

2. Selection Criteria

2.1 ESSENTIAL

- A relevant degree with substantial professional experience in a similar role, or an equivalent combination of relevant experience and education/training.
- A strong focus on client service with demonstrated experience in fostering and managing relationships with diverse stakeholders, including senior business leaders, and proven ability to develop a detailed understanding of client needs, particularly in medium to large organisations.
- Demonstrated success in identifying opportunities for collaborations, and in translating opportunities into ongoing partnerships.
Highly developed interpersonal skills, with the ability to work effectively with people at all levels across university, government and private sector organisations.

Excellent written and verbal communication skills, with demonstrated experience writing tenders, reports, proposals, budget justification, correspondence and promotional material, and in presenting in person to an audience.

Excellent problem solving skills, with the ability to identify mutual objectives, navigate hurdles/roadblocks, and find agreed solutions.

High level organisation and time management skills, with the ability to manage multiple projects, set priorities and schedule work to meet agreed deadlines and targets.

2.2 DESIRABLE

- Knowledge of the Australian tertiary education research environment.
- Financial experience in developing budgets and project management
- Experience in CRM software.

2.3 OTHER JOBRELATED INFORMATION

- Operational requirements of the Melbourne Institute may influence approval of annual leave.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The External Funding Development Manager will work under broad direction from the Business Manager, Melbourne Institute.

3.2 PROBLEM SOLVING AND JUDGEMENT

The External Funding Development Manager will have highly developed problem solving skills, including the ability to identify potential problems and deal sensitively and diplomatically with stakeholders to achieve mutually agreeable solutions. Sound professional judgement is needed to provide recommendations on engagement opportunities, and to ensure activities and agreements comply with University policies and guidelines.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The External Funding Development Manager is expected to develop a sound knowledge of the academic expertise in the Melbourne Institute and of the engagement strategies and goals of the Melbourne Institute. The incumbent will have, or will develop, a thorough knowledge of relevant University and Faculty policies, procedures and systems, particularly regarding research contracts.

3.4 RESOURCE MANAGEMENT
The External Funding Development Manager will need to have an understanding of the Melbourne Institute’s budget policies and work the Business Manager.

3.5 BREADTH OF THE POSITION

The position involves a range of tasks and functions which frequently involve co-ordination with different areas of the Faculty of Business and Economics, University Services, Chancellery and external agencies.

The External Funding Development Manager will have expertise developed through extensive relevant experience and application. The position will provide opportunities for the incumbent to extend their expertise in relationship management, business development and research management.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:
https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information
6.1 ORGANISATION UNIT

http://melbourneinstitute.unimelb.edu.au/

The Melbourne Institute is a research-only department within the Faculty of Business and Economics at the University of Melbourne. It is Australia’s leading and longest standing research institute in the field of economics, undertaking cutting-edge research into key issues relevant to modern economic and social policy.

The Melbourne Institute has a core faculty of some 40 academics and academic specialists, a team of research staff that include expertise in data science and analytics, a team of professional/administrative staff that support the mission and operations of the department, honorary fellows and PhD students. Reflecting the standards of research excellence achieved at the Melbourne Institute, staff are expected to publish in internationally acclaimed peer reviewed journals and to lead the public debate on economic and social policy.

The Melbourne Institute has an organisational structure that involves senior research staff (level D and E) supervising teams of research and related staff. Research staff are affiliated with one or more research programs that cover a range of areas in applied micro- and macro-economic analysis and policy. All research programs undertake both academic and engaged research projects that result in a range of publications that include top peer-reviewed academic journals and highly regard research briefings and reports. Researchers may work on projects in different programs, consistent with their research capabilities and work demands.

6.2 BUDGET DIVISION

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

Further information about joining the Faculty is available here https://fbe.unimelb.edu.au/about/join-fbe

Organisational Structure

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

- Accounting
- Business Administration
- Economics
- Finance
- Management and Marketing
- Melbourne Institute: Applied Economic & Social Research

The Faculty has the following student and academic support centres:

- Academic Support Office
- Student Experience and Experiential Learning
Research Development Unit

The Williams Centre for Learning Advancement

The Faculty also hosts two University-wide initiatives:

- The Melbourne School of Professional and Continuing Education (MSPACE) which provides support to all Academic Divisions for their existing professional, continuing and executive education programs, and operates with a specific whole-of-institution mandate to significantly expand the University’s professional, continuing and executive education offerings.

- The Melbourne Entrepreneurial Centre (MEC) which brings together a number of programs to focus a range of activities aimed at developing an entrepreneurial culture at the University of Melbourne.

Our Programs

There are about 10,000 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

Our Graduates

Since the Faculty was established it has produced over 53,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at www.fbe.unimelb.edu.au.

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers

6.4 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.
Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance