



THE UNIVERSITY OF  
MELBOURNE

# POSITION DESCRIPTION

Research, Innovation and Commercialisation  
Chief Operating Officer Portfolio

## Research Governance Senior Adviser

**POSITION NUMBER** 0054374

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**PROFESSIONAL CLASSIFICATION** UOM 8 – \$110,709 – \$119,829 p.a. (pro-rata for part-time)  
**STANDARD/SALARY** plus 17% superannuation

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**WORKING HOURS** Full Time

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**BASIS OF EMPLOYMENT** Continuing

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**HOW TO APPLY** Go to <http://about.unimelb.edu.au/careers>, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.

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*Please do not send your application to this contact*

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

## **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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at  
[about.unimelb.edu.au/strategy/advancing-melbourne](http://about.unimelb.edu.au/strategy/advancing-melbourne)

## **CHIEF OPERATING OFFICER PORTFOLIO**

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of seven sub-portfolios covering all areas of our operations:.

- Business Services
- Finance
- Legal and Risk
- Operational Performance Group
- Office of the COO
- Research, Innovation and Commercialisation
- Student and Scholarly Services

## **RESEARCH, INNOVATION AND COMMERCIALISATION**

RIC is a specialist team dedicated to enabling the University's research and enterprise mission working closely with our academics, professional colleagues, industry partners, funding agencies and government agencies. We have a passion to see our academics and their collaboration partners succeed, achieve research excellence and translate their discoveries into real-world innovation and impact. RIC operates University-wide across all ten Academic Divisions and Chancellery. At a high level our capabilities include:

- Strategic relationship development with Industry partners, including Innovation Precincts
- Business development, research marketing and communications, intellectual property management and technology transfer mechanisms in partnership with the investment community
- Proposal funding submission and post-award support including contracts and research accounting from a wide range of funders. Specialized services for larger schemes such as MRFF, ARC and NHMRC Centres, ITRPs and CRCs and international programs.
- Research ethics, integrity, governance and quality
- Research infrastructure asset management
- Training and development programs for academic and professional staff

We aspire to service excellence every single day and creating an innovative, positive culture where feedback is valued, success is recognised and the University comes first in decision-making. We value big thinking on a global scale, attention to detail and care about our researchers' success, the personal development of our team members and ensuring RIC is a great place to work at the University.

### **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.

### **ABOUT THE ROLE**

#### **Position Purpose:**

The Research Governance Senior Adviser (RGSA) is part of a dedicated research governance team within the Office of Research, Ethics and Integrity (OREI), whose objective is to support responsible research

conduct at the University. As an senior advisory role, the RGSA supports the University's research activity through the provision of specialist advice designed to provide assurance of robust risk management and compliance with regulatory requirements relating to international research, including research funded by overseas public agencies. The role contributes to the University's operational implementation of current and emerging aspects of international research engagement, such as export controls, sanctions and critical technology regimes, enhanced due diligence frameworks, foreign interference and relevant international regulatory frameworks.

With a focus on the provision of service excellence to researchers, this position will work with internal and external stakeholders to enhance operations and balance the requirements of international sponsorship with University Policy and Australian best practice. Key stakeholders include external regulatory bodies as well as senior University Committees, Chancellery Research and Enterprise, Chancellery International, Academic Divisions, and Legal & Risk. Significant synergies exist with a number of central University support functions including International Grants, Research Contracts & Due Diligence and Compliance.

To be successful in this role you will have strong problem-solving skills and be passionate about supporting research, continuous improvement and innovation with a proven record of influencing and engaging others with your leadership skills. Your strong customer-centric focus will ensure you build strong working relationships, advising and consulting stakeholders as required.

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: Nil

#### **Key Dimensions and Responsibilities:**

Task level: Extensive

Organisational knowledge: Significant

Judgement: Significant

Operational context: Organisation wide. The Research Ethics and Integrity team works closely with Academic Divisions, Chancellery, RIC and the Operations portfolio.

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

**Core Accountabilities:**

- provision of high-quality advice to a range of stakeholders for strategic and case-specific matters relating to international funding regulatory frameworks, as well as risk management, compliance requirements and Australian best practice;
- liaising with regulators and external bodies and identifying, analysing and reporting risk, and proposing recommendations and pragmatic controls;
- delivering institutional assurance that research is conducted in a robust governance framework through optimised systems for monitoring and reporting;
- develop, consult and provide briefings and presentations to senior stakeholders and Committees in relation to a range of governance programs, policies, guidance and training materials relevant to the University's international research collaborations and major international funding schemes;
- undertake continuous improvement activities and pro-active outreach to researchers and professional staff to enable compliance uplift and institutional monitoring of risk;
- deliver service excellence to researchers, which includes identification of information and other needs of researchers (including graduate researchers), building strong links with Academic Divisions and organising workshops, special programs, targeted services and other development activities; and
- such other duties as determined by the Director, Office of Research Ethics and Integrity, from time to time.

**Selection Criteria:**

The appointee will have:

**Education/Qualifications**

1. tertiary qualifications in a relevant discipline and / or an equivalent combination of relevant professional experience and/or education and training. Although not essential, research experience or a sound understanding of the research process in the higher education sector would be desirable.

**Knowledge and skills:**

2. Knowledge of international research funding programs with specific knowledge in relation to USA and other overseas funding schemes (ie. European and UK) would be desirable;
3. Capacity to understand and interpret technical and complex material, and provide relevant, plain English advice to a range of stakeholders;
4. Track-record of designing and delivering effective governance programs and reporting outputs tailored for appropriate management of risks and obligations with regulators and University stakeholders;
5. Proven capability to provide successful service-orientated administration of complex programs and/or coordination of cross-discipline and cross-academic applications, demonstrating initiative, personal drive, organisation and planning skills, attention to detail and a commitment to continuous improvement;

6. Excellent communication skills, including a demonstrated capacity to liaise and develop effective relationships with a broad range of stakeholders, and to present and provide training to large scale and diverse audiences and Senior Committees;
7. Ability to collaborate effectively and operate in a team-based environment with a proven ability to thrive in a changing and fast-paced environment;

**Other job related information:**

May be required to work from multiple locations and outside normal hours during peak periods.