Dilin Duwa Centre for Indigenous Business Leadership  
Faculty of Business and Economics

## Research Manager

<table>
<thead>
<tr>
<th><strong>POSITION NO</strong></th>
<th>0053712</th>
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<tr>
<td><strong>CLASSIFICATION</strong></td>
<td>UoM 8</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>$110,709 - $119,829 p.a.</td>
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<tr>
<td><strong>SUPERANNUATION</strong></td>
<td>Employer contribution of 10%</td>
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<td><strong>WORKING HOURS</strong></td>
<td>Full-time (1.0 FTE)</td>
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<tr>
<td><strong>BASIS OF EMPLOYMENT</strong></td>
<td>Fixed-term until 24 December 2023</td>
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<td><strong>OTHER BENEFITS</strong></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><strong>HOW TO APPLY</strong></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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| **CONTACT FOR ENQUIRIES ONLY** | Associate Professor Michelle Evans  
Tel +61 3 903 59605  
Email michelle.evans@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
**Position Summary**

In 2021 the University of Melbourne Faculty of Business and Economics in partnership with the Melbourne Business School Limited will launch the Centre for Indigenous Business Leadership. The objectives of the Centre for Indigenous Business Leadership (CIBL) are:

- Research: improve the understanding of “what works” in Indigenous business and business leadership in Australia;
- Programmes: improve the capacity and capability of Indigenous businesses and leaders to meet market demand and improve Indigenous economic independence;
- Programmes: improve the capacity and capability of non-Indigenous organisations to engage with and purchase from Indigenous businesses; and

Reporting to the Director, the Research Manager is responsible for the development, coordination, and implementation of research activities for the Centre. The role involves project management, relationship building, cross-sectoral collaboration, and research support. The role requires a degree of autonomy and responsibility and requires a high level of interpersonal skills, a collaborative work ethic and effective communication to ensure continued excellence in the Centre’s research activity.

1. **Key Responsibilities**

1.1 **PROJECT MANAGEMENT**

- Contribute to the Centre’s strategic research priorities, objectives, plans and pursuits
- Oversee the planning, maintenance, and delivery phases of Centre research activities
- Develop project plans and detailed implementation timelines, including reporting mechanisms
- Implement project deliverables including the management of day-to-day tasks in accordance with project plans
- Lead the effective facilitation of major funding rounds and relevant grant applications, usually involving multidisciplinary work and cross-faculty coordination
- Effectively manage issues on the project that may impede the project’s progress and work with research staff to resolve these issues
- Develop quotes and responses to tenders and requests for proposals for services related to research and capacity building in the field of Indigenous business leadership
- Facilitate budget tracking and procedure development for research activities, in collaboration with the Centre manager

1.2 **RELATIONSHIP BUILDING AND CROSS SECTORAL COLLABORATION**

- Develop, manage and maintain effective working relationships with internal and external stakeholders to ensure provision of high quality and timely delivery of research outputs
- Proactively identify opportunities and significantly contribute to the development of strategic research partnerships and collaborations in all relevant sectors, i.e., business, government, etc.
- Organise and participate in project planning meetings with internal and external stakeholders to create consensus, report on progress, solicit feedback, etc.
1.3 RESEARCH SUPPORT

- Contribute significantly to the development of the Centre’s research capacity
- Where appropriate, contribute to the Centre’s research outcomes on a national or local scale
- Supervise research assistant/s including scheduling of tasks, review of completed tasks and provision of feedback on work quality
- Coordinate the data collection and analysis process to meet project objectives
- Maintain and expand knowledge of current research, resources, and practice in the field of Indigenous business leadership and related disciplines
- Contribute to the writing and/or tracking of grant applications, ethics applications, award applications, etc.
- Manage the secure storage and archiving of qualitative and quantitative data

1.4 OTHER DUTIES

- Participate in relevant research trainings and workshops with partners, as needed, i.e., the ABS’s secure DataLab training

2. Selection Criteria

2.1 ESSENTIAL

- A postgraduate qualification with significant relevant experience; or extensive experience and broad knowledge of the field; or an equivalent combination of relevant professional experience and/or education and training.
- Expertise in managing all stages of large research programs and individual projects, from development to the reporting process
- Significant experience in reviewing, advising on, and assisting in the development of research funding applications and awards within an academic environment
- Experience in leading research initiatives with a high degree of complexity and involving a wide variety of stakeholders
- Ability to create consensus and work collaboratively with and within multidisciplinary teams of researchers and multisectoral partners, including their senior-level management
- Significant experience in quantitative and qualitative data design and analysis
- High level organisational and time management skills, including the proven ability to prioritise a heavy and varied workload, working well under pressure to organise own work and assist others to meet deadlines
- Excellent interpersonal and communication skills, including the ability to consult, negotiate, influence and liaise effectively with a diverse range of people

2.2 DESIRABLE

- Extensive experience and/or in-depth understanding of the research environment in the higher education sector
- Demonstrated capacity to work effectively with the government, corporates and Indigenous communities.
Demonstrated knowledge of legal and regulatory frameworks needed to establish collaborative projects among universities, industry, and government partners

Advanced proficiency in the use of the MS Office suite and familiarity with research statistics software such as Stata

2.3 OTHER JOB RELATED INFORMATION

- Some local and national travel will be required
- Some after-hours even attendance will be required

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent works under the broad direction of the CIBL Director to achieve agreed outcomes. The position exercises a high level of both independence and teamwork and requires sound judgment in carrying out its responsibilities. The incumbent will report to the Director and liaise daily with other members of the Research team. They will collaborate closely with other colleagues in the Faculty of Business and Economics and the Melbourne Business School, and across the University with areas such as RIC, Legal Services, Academic Divisions, etc. The incumbent will operate ethically and will possess the maturity and confidence to represent CIBL, and the wider University externally. The incumbent must present as an exemplar to the community and University colleagues.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Research Manager will be required to exercise independent judgement in prioritising and focusing their work to ensure positive outcomes. The position requires a considerable degree of tact, diplomacy, and a range of high-level communication skills to effectively respond to the needs of a diverse range of stakeholders within the university, Indigenous business sector, state and commonwealth government agencies, and corporate sector.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position will be required to develop a sound knowledge of the Centre’s strategic directions and a detailed understanding of the inter-relationships within the University, especially as they apply to research. It is essential that the incumbent can understand and translate complex technical information for stakeholders to build awareness of the breadth of expertise related to CIBL’s research endeavours. Ideally, the incumbent will understand the major international, national, and state trends that affect the Indigenous business sector, as well as their significance to CIBL’s strategic research program planning.

3.4 RESOURCE MANAGEMENT

The Senior Research Manager will be responsible for their own time management and prioritisation of tasks to ensure the key responsibilities are met.
3.5 **BREADTH OF THE POSITION**

The incumbent will have a depth or breadth of expertise developed through extensive relevant experience. The position will be required to liaise across the Faculty, MBS, the University, and various organisational units, as well as with external professional, governmental and community organisations such as funding bodies, corporate partners, and Indigenous businesses. The position contributes to a range of research outcomes that have far-reaching impacts within the University and beyond. High-level relationship building and public engagement capacity is essential, as is the exercise of sophisticated communication strategies. Further, the incumbent is expected to have or develop a thorough understanding of Indigenous culture and practices in relation to CIBL’s activities.

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

The Centre for Indigenous Business Leadership is a new research, education and engagement centre focused on advancing Indigenous business leadership. A collaboration between the University of Melbourne’s Faculty of Business and Economics (FBE) and Melbourne Business School Ltd (MBSL), the Centre will play a pivotal role in meeting the University’s target of developing 1000 Indigenous business leaders by 2025.

This extends across the portfolio of programs from research, undergraduate to postgraduate and executive education and community engagement at FBE and MBS.

The Centre for Indigenous Business Leadership will commence operations in 2020. Further information about the CIBL is available from the contact for enquiries for this position.

6.2 MELBOURNE BUSINESS SCHOOL LIMITED

Home to Australia’s first MBA and executive education programmes, Melbourne Business School Limited (MBSL) pioneered the development of business education in Australia.

MBS is the University of Melbourne’s graduate school in business and economics, jointly owned by the business community (55 per cent) and the University (45 per cent), with our leadership reporting to an independent board of directors that includes top CEOs and academics.

Our students and clients also benefit from the connections, support and insight that come from our global alumni community of more than 16,000 business leaders in more than 90 countries – Australia’s oldest and strongest business school network – and our strong ties with global businesses.

Melbourne Business School holds AACSB and EFMD (EQUIS) accreditation, and our programmes are ranked among the best in the world by the Financial Times, The Economist, Bloomberg BusinessWeek and AFR Boss magazine.

More information is available at http://www.mbs.edu.

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

6.6 RECONCILIATION ACTION PLAN

The University of Melbourne’s Elevate Reconciliation Action Plan (RAP) is a strong statement of the University’s intentions and responsibilities to advance reconciliation with Indigenous Australians. By implementing an Elevate RAP, the University of Melbourne joins a leading group of organisations and educational institutes that have gone above and beyond ‘business as usual’ to embed reconciliation into their core business practices and decision making at the highest level.

The Centre for Indigenous Business Leadership seeks to support one of the RAP’s Signature Projects: 1000 Indigenous Business Leaders by 2025.

Comprehensive information about the University’s reconciliation activities and its Reconciliation Action Plan can be found at http://about.unimelb.edu.au/reconciliation.