

POSITION DESCRIPTION

Position Title	Institute Manager		
Organisational Unit	Faculty of Education and Arts		
Functional Unit	Institute for Religion, Politics and Society		
Nominated Supervisor	Director, Institute for Religion, Politics and Society		
Higher Education Worker (HEW) Level	HEW 8	Campus/Location	Melbourne (St Patrick's)
CDF Achievement Level	2 Management (Line)	Work Area Position Code	13749
Employment Type	Full-time, Continuing	Date reviewed	February 2017

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at www.acu.edu.au.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

ABOUT THE INSTITUTE FOR RELIGION, POLITICS AND SOCIETY

The Institute for Religion, Politics and Society examines religion as a dynamic political and social force shaping the world around us. Looking at the interplay between religion and major social structures — including the economy, politics and law — the Institute pursues the big questions: what makes societies succeed? How can societal success be translated into individuals flourishing? What are the essentials for happiness?

The Institute has five key program areas:

- Law and Religion
- Cities and Successful Societies
- Asia and its Religions
- Religion and Medicine
- Global Catholicism

POSITION PURPOSE

The Institute Manager is responsible for providing leadership and management across administrative and research functions of the institute. The role is responsible for undertaking strategic, financial and compliance management in collaboration with the Institute Director and Institute Leadership Team to fulfil the Institute’s research strategy.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University’s expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University’s strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Management and administration of all operational and financial activities of the Institute including monitoring and forecasting of operational and research budgets, managing externally funded research grants and partnerships, supporting effective communication, and staffing resources.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Be Responsible And Accountable For Achieving Excellence • Know ACU Work Processes And Systems 			✓	

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Responsible for the administration of multiple externally funded research projects, from grant acceptance, contract administration, compliance with research budgets and contractual obligations, and liaising with the ACU Research Office.	<ul style="list-style-type: none"> Apply Commercial Acumen Deliver Stakeholder Centric Service Be Responsible And Accountable For Achieving Excellence 				✓
Develop a research grant management process in consultation with Institute researchers, to ensure that all grant applications are of the highest quality, have undergone peer review, and meet all external guidelines. This involves: <ul style="list-style-type: none"> Coordinating the development and submission of grants, including all grant administration activities; and Liaising closely with the research office to ensure grant applications comply with ACU procedures and guidelines. 	<ul style="list-style-type: none"> Apply Commercial Acumen Collaborate Effectively Be Responsible And Accountable For Achieving Excellence 			✓	
Develop and maintain a Grants Income Development Plan that identifies new and existing grant opportunities for the Institute. This includes: <ul style="list-style-type: none"> actively prospecting opportunities; proactively liaising with researchers to gain an in-depth understanding of their area of expertise, the Institute's programs and priority areas; and identify and match researchers to funding opportunities. 	<ul style="list-style-type: none"> Apply Commercial Acumen Communicate With Impact Be Responsible And Accountable For Achieving Excellence 			✓	
Manage and oversee the efficient operation of the Institute's HDR program to ensure the Institute attracts and graduates high quality HDR students to the Institute's areas of research strength.	<ul style="list-style-type: none"> Coach And Develop Know ACU Work Processes And Systems Apply Commercial Acumen 			✓	

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		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
<p>Manage the Institute's governance structures, research program, and professional research staff team including:</p> <ul style="list-style-type: none"> • chairing/supporting Committees; • provide leadership, input and timely updates on the progress and reporting of the Institute's research program initiatives including Grants, HDR, Publications, and Institute Administration; and • devising and managing strategic initiatives to support the growth and achievement of the Institute's research goals. 	<ul style="list-style-type: none"> • Adapt To And Lead Change • Communicate With Impact • Make Informed Decisions 			✓	
<p>Recruit and manage all research professional staff and ensure training and ethics compliance is provided. Support the management and coordination of recruitment procedures for academic staff and maintain compliance with ACU policies.</p>	<ul style="list-style-type: none"> • Collaborate Effectively • Coach And Develop • Know ACU Work Processes And Systems 	✓			
<p>Manage the coordination and delivery of a range of research related events aimed at promoting the research and services of the Institute. This includes:</p> <ul style="list-style-type: none"> • promoting the work of the Institute through a range of communication mediums such as websites, social media, external media channels and formal publications; • coordinating and preparing documentation such as Annual reports, Institute Performance Data, and reports to internal and external stakeholders as required. 	<ul style="list-style-type: none"> • Apply Commercial Acumen • Communicate With Impact • Be Responsible And Accountable For Achieving Excellence 	✓			
<p>Establish and review policies, protocols and processes to support the effective operation of the Institute.</p>	<ul style="list-style-type: none"> • Adapt To And Lead Change • Communicate With Impact • Know ACU Work Processes And Systems 			✓	

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Maintain awareness and compliance with ACU policies across the spectrum of Institute activities, including staff and HDR Student human resource management, research office and Office of General Counsel procedures and faculty reporting.
- Competency in dealing with external stakeholders ranging from foreign research partners and funding bodies to members of the Institute advisory board, media and government agencies.
- Competency in financial planning and budgeting, including forecasting and reporting within deadlines.
- Quickly and capably responding to opportunities for Institute growth ranging from media interest to last minute funding application management and budgeting.
- Developing excellent relationships across the university to ensure excellent avenues of communication for the Institute.

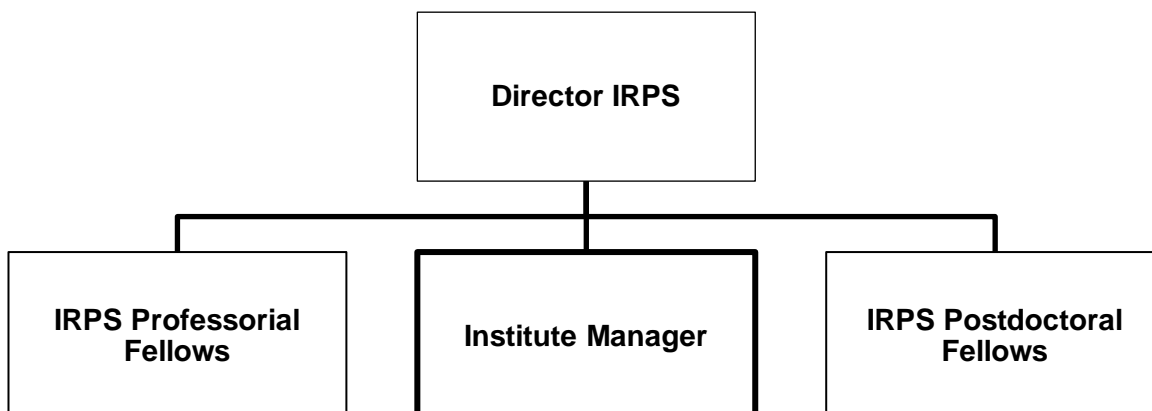
Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day management of support and administrative services. Significant decisions with broader impact or outside their delegation of authority will be made by the Director.
- The position holder is expected to use their initiative and problem solving skills to address immediate short term challenges and achieve tasks within agreed parameters to ensure the efficient operation of the Institute.

Communication / Working Relationships

- The position holder communicates and acts as a key contact for the Institute with external stakeholders, including professionals from other Universities and relevant organisations to manage enquiries and coordinate joint initiatives.
- The position holder communicates with Institute staff and students and is responsible for communicating policies, procedures, initiatives and direction consistent with guidelines and legislation to those delivering the services, and evaluating the extent of compliance to the Director.
- The position holder liaises with internal and external stakeholders to arrange meetings and to give and receive information for the Director.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Postgraduate qualifications in management, administration or in a relevant discipline.
2.	Extensive experience in research management in a higher education institution, including research grant administration for competitive research grants schemes (including Australian Research Council and other Australian Competitive Grants register bodies).
3.	Demonstrated knowledge of the Australian higher education sector, in particular research, research training and the Excellence in Research (ERA) process.
4.	Ability to review and develop procedures and systems to accommodate complex tasks for process improvement.
5.	Demonstrated experience in financial management including budget development, monitoring, and reporting.
6.	Demonstrated track record in managing multiple complex and large-scale externally funded projects from inception to completion.
7.	Demonstrated high level negotiation skills and the ability to communicate effectively with existing and potential stakeholders, including an understanding of Intellectual Property issues and research contractual obligations.

Core Competencies (as per the [Capability Development Framework](#))

8.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
9.	Demonstrated ability to work collaboratively with stakeholders internal and external to the organisation to capitalise on all available expertise in pursuit of excellence
10.	Demonstrated ability to effectively plan work activity, prioritise time and resources using established processes and technologies to achieve optimum efficiency and effectiveness.

Other attributes

11	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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Desirable

1.	Familiarity with interdisciplinary research and/ or an interest in the subject matter of the Institute.
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