

## Position Description

### Senior Manager, Research Performance

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<b>Position No:</b>	50147507
<b>Department:</b>	Research Performance
<b>School:</b>	Research Office
<b>Campus/Location:</b>	Melbourne
<b>Classification:</b>	HEO10
<b>Employment Type:</b>	Continuing, Full-Time
<b>Position Supervisor:</b>	Executive Director, Research Office
<b>Number:</b>	50024275
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Research Office – <https://www.latrobe.edu.au/researchers/research-office>

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#### For enquiries only contact:

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## **Position Context**

**The Research Office** partners with La Trobe University researchers, senior executive, academic leadership and other administrative divisions to facilitate excellent research outcomes for the University. The Office provides accurate and consistent advice and reporting, as well as flexible and efficient client services, with an emphasis on continuous business improvement. The Office serves to facilitate interactions between La Trobe University researchers and external partners; for example, funding bodies, industry, government, and regulatory authorities. Research Office staff members work cross-functionally and possess a diversity of skills and knowledge to enable them to contribute across the Research and Industry Engagement Portfolio and work within other teams in periods of varied workflow.

**Research Performance** develops and communicates research and innovation information and reporting relevant to internal and external stakeholders in order to advance the University's performance and impact, build its global profile, and meet compliance requirements. The team collaborates across the University to streamline and improve the collection and communication of relevant, accurate and accessible information and analysis. It maintains relationships with external research bodies including research and innovation data providers, grants bodies, and ranking and analysis agencies, university stakeholders including central portfolios and Schools' research leadership, and is engaged with developments in research and innovation data and measurement globally. Research Performance staff have a deep understanding and engagement with of the university's research and innovation and its national and international context.

**The Senior Manager Research Performance** provides advice to the Deputy Vice-Chancellor (Research and Industry Engagement), Portfolio and School leadership, and all levels of academic and professional staff regarding institutional research and innovation performance and its context. It ensures that information and analysis is accessible and relevant to university academic and business leaders and is used effectively to drive performance. The role is responsible for reporting and advising on the implementation of the University's research and innovation strategy and manages the implementation and development of the institutional ranking strategy. The Senior Manager provides strategic leadership and management of to the Research Performance team. They work with teams across the University to ensure the University's research and innovation performance information, analytics, and reporting support current and emerging business needs. It actively engages with emerging practices in research and innovation evaluation, anticipates future needs in research and innovation performance analytics and AI/ML, and maintains relationships with external agencies including international ranking and research measurement bodies.

### **Duties of the Senior Manager, Research Performance include:**

- Supporting the delivery, monitoring, and refinement of the University's research and innovation strategy and plans
- Advising the Deputy Vice Chancellor (Research and Industry Engagement), Senior Executive, Research and Industry Engagement Executive and Executive Director, Research Office, on strategic and operational matters relating to institutional research performance
- Working with School and Portfolio leadership to ensure a strong understanding of research and innovation performance, relevant rankings and evaluation frameworks, and the external environment in the context of the university's academic and business activities
- Providing leadership and management of the Research Performance team within the Research Office and ensuring a high level of service quality and the continuous improvement of research and innovation performance information, systems and reporting
- Ensuring University submissions to rankings agencies and Government performance and impact evaluations and data collections are accurate, timely, and contribute to the University's reputation
- Providing analysis and advice on research evaluation and measurement including international rankings, and managing the implementation of the institutional ranking strategy

- Actively engaging with emerging practices in research measurement and evaluation, anticipating future needs in research performance analytics and maintaining relationships with external agencies, including international ranking and research measurement bodies.
- Working with relevant stakeholders including Information Services, Data and Analytics, the Library, and Research Office teams to oversee the development and efficient maintenance of research systems.
- Support academic planning and business projects with relevant, accurate, accessible and well-defined performance information and analysis
- Contributing to the Research Office leadership group and the Research Portfolio
- May lead major projects and initiatives which have significant resources and/or strategic impact from time to time.

#### **Key Selection Criteria:**

- Postgraduate qualifications and extensive relevant experience, or experience and expertise in the provision of strategic policy advice affecting the direction of a complex organisation, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Awareness and understanding of the activities, objectives and strategic direction of higher education and research enterprises in the current and emerging global contexts, including knowledge and understanding of international ranking systems and higher education research quality and assessment issues
- Demonstrated ability to lead the development, implementation and evaluation of high-level strategy in a complex organisational setting, including the ability to work closely with staff and leaders to develop and implement strategy
- Ability to engage academic and professional staff stakeholders and apply complex performance information in academic and business contexts.
- Strong leadership skills including the ability to negotiate, motivate, influence and build relationships with academic and professional staff of all levels.
- Excellent representational, advocacy and verbal communication skills, including a demonstrated ability represent the University externally to high-level stakeholders
- Demonstrated ability to manage high level project management skills, including the ability to achieve objectives operating within complex organisation structures, and multiple stakeholder settings
- Demonstrated experience in developing, implementing and evaluating stakeholder engagement, communication and information strategies
- Demonstrated financial and budgeting ability
- Demonstrated capacity to work effectively with business transformation and technology projects

#### **Capabilities required to be successful in the position**

- Demonstrated commitment to reflective practice and self-development, identifying and challenging own biases, responding to others with empathy and evaluating the way own behaviour impacts team culture and performance.
- Ability to work collaboratively across functions, tailor communication in a way that is meaningful to the audience and contribute to a safe, inclusive, high-performing culture – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative, critical and systems thinking, ability to promote a culture of innovation within local area, enabling staff members to evaluate current work practices and identify solutions to local and organisational problems.
- Ability to inspire and motivate others towards shared objectives, actively facilitate communication and two-way feedback across the University and create a safe, inclusive, high-performing team culture – consistently modelling and enabling accountability, connection, innovation and care.

## Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

## Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

## Position Flexibility

We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

## Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

## La Trobe's Cultural Qualities:

### WE ARE CONNECTED



*We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.*

### WE ARE INNOVATIVE



*We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.*

### WE ARE ACCOUNTABLE



*We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.*

### WE CARE



*We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.*

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Initials:

Date: