

Position Description

Manager, Secure Research Engagement

Position No:	NEW
Business Unit:	Research and Industry Engagement
Division:	Research Office
Department:	Office of the Director
Classification Level:	HE09
Employment Type:	Full-Time Continuing
Campus Location:	Campus Independent
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

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

Position Purpose

This role develops and implements the University's procedures and policies related to secure research engagement and critical technologies. It works with stakeholders across the University's Research and Industry Engagement Portfolio (RIE), Academic Schools, and professional portfolios to ensure the University's global research and industry engagement is conducted safely and securely, with appropriate risk management, and in accordance with Australian Government requirements and guidance. It ensures research and industry engagement complies with applicable laws, regulations and guidelines relating to national security, defence and international obligations including foreign interference and influence, defence export controls, sanctions, and defence security. The incumbent will have a strong understanding of: the value and risks of the University's research across its academic disciplines and applied research focuses; the Australian legislative, regulatory and policy environment as it pertains to global research engagement; and the international risk environment.

Duties at this level will include:

- Responsibility for the development, implementation and availability of advice on procedures to efficiently and effectively implement the University's foreign interaction policy framework for the RIE portfolio domains across schools and professional divisions.
- Maintain a strong and developing understanding of the international risk environment, external requirements, and developments in critical technologies, and enable appropriately and timely action to address weaknesses, opportunities and emerging trends.
- Establish credibility and influence to enhance the capability of research leadership, researchers and professional staff to manage risks and ensure compliance in relation to foreign engagement
- Co-ordinate relevant actions and the timely exchange of information relating to the role's responsibilities across a range of functional teams
- Ensure the monitoring and registration of research programs across the university to enable and advise on the assessment, recording and management of risks related to foreign interactions, critical technologies and critical assets for specific research programs, projects and collaborations
- Engage with foreign interactions expertise across the university, the higher education sector and Australian Government to ensure risks and proportionate best practices are understood and applied, including representing the university externally.
- Development of advice, high quality briefings and briefing materials, training and information, and the development of tools, guidance notes and framework documents.
- Ensure that relevant procedures and plans are proportionate, effective and efficient and conducive to the productive conduct of research and engagement
- Prevent, detect and manage instances of potential noncompliance and develop a positive compliance culture
- Contribute to leadership of the Research Office and Research and Industry Engagement Portfolio and lead or contribute to projects from time to time as required.

Essential Criteria

Skills and knowledge required for the position

- A degree with substantial extension of the theories and principles, learned through experience; or a range of management experience; or postgraduate qualifications, or progress towards postgraduate qualifications with extensive relevant experience; or

an equivalent alternate combination of relevant knowledge, training and/or experience.

- Demonstrated understanding of national legislation, policy and frameworks relevant to university research
- Demonstrated ability to develop and implement innovative policies and practices in pursuit of continuous improvement.
- Demonstrated experience working with and influencing senior management.
- Demonstrated ability to establish and maintain sound working relationships internally and externally and to communicate effectively on a range of sensitive and complex issues.
- Demonstrated experience developing innovative solutions and contributing to strategic planning.
- Strong understanding of the research process, research collaboration, and research and technology in critical technology areas

Desirable

- Willingness to acquire relevant security clearances and licenses to enable access to information to assist with the management of risks

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.
- 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:

- Be an Australian citizen;
- hold, or be willing to undertake and pass, a Victorian Working With Children Check;
- undertake a Police 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.

For Human Resource Use Only

Initials: Date: