Position Description

Title: Senior Project Manager (Research)  
HEW Level: 9

Faculty/Office: Office of the DVC Research  
Position Number: 0000022280

Department/Team: DVC Research  
Date: June 2019

Position Purpose: To manage major projects and initiatives to raise the profile of research at Macquarie University and achieve DVCR strategic objectives and goals.

ORGANISATIONAL CONTEXT

The Deputy Vice-Chancellor (Research) [DVCR] is responsible for the development and strategic enhancement of Macquarie University's research, research training, and innovation profile as well as the creation, support and advancement of local, national and international research collaborations and partnerships. The portfolio spans a diverse, though intersecting, range of activities across the institution and is responsible for all aspects of the University's research operations, including the management and delivery of higher degree research programs, internal and external grant schemes, research collaboration agreements, commercialisation and intellectual property agreements, and all other research related matters. The DVCR portfolio actively collaborates across all areas of the institution, including teaching and learning, marketing, corporate engagement and international portfolios.

The Senior Project Manager (Research) plays a central role in designing, developing and implementing projects and initiatives specific to the DVCR portfolio – these include managing the biennial Research Excellence Awards, coordinating and implementing communication strategies for the DVCR, and project-managing the successful resolution of complex issues that have the potential to impact the University's research profile. As senior project manager for major initiatives/projects, this role will actively monitor progress, problem solve, establish and manage project budgets and regularly report back to DVCR/DVCRO on active and upcoming projects.

ORGANISATION CHART

[Diagram of organisational chart showing the structure of the DVCR portfolio, including roles such as Deputy Vice-Chancellor (Research), Executive Manager (Research), Senior Project Manager (Research), Project Manager (PVCR), Administrative Assistant (Research), and Executive Assistant (DVCR).]
### KEY ACCOUNTABILITIES

- Conceptualise, scope, plan and manage the implementation of complex DVCR projects, initiatives and events aimed at raising the profile of research at the University and achieving strategic DVCR goals and deliverables.
- Lead the DVCR response to emerging complex, high risk internal or external issues with the potential to impact on the University’s research profile.
- Contribute to the ongoing development of strategic initiatives within the Research Portfolio and to leading the implementation of elements of the Strategic Research Framework 2015 to 2024.
- Lead the development, coordination and implementation of communication strategies and channels that support the research endeavour of the University.
- Draft high-level comprehensive, confidential, accurate and nuanced correspondence on behalf of the DVCR.
- Build, manage and leverage relationships and partnerships with senior external and internal stakeholders in order to build reputation and deliver portfolio projects and initiatives.
- Engage, brief and negotiate contracts with, and manage a suite of, external consultants to ensure progress against agreed timeframes and deliverables.
- Manage the forecasting, analysis and reporting against the DVCR budget for projects, events and initiatives.
- Develop and document guidelines, policies and processes for DVCR initiatives and communicate these to internal stakeholders with the aim of embedding them as part of standard practice across faculties and offices.
- Conceptualise, plan, administer and coordinate the biennial Research Excellence Awards from inception to evaluation including all aspects of the process used to judge research excellence.
- Plan and manage various research-related workshops as required.

### POSITION CONTEXT

**Reports to:**

Executive Manager (Research)

**Positions Reporting to:**

Direct: HEW 4 Reception and Research Administration Assistant
Indirect: external contractors

**Key Direct Clients:**

- Vice Chancellor and Vice Chancellor’s Office
- DVC Research
- Offices in the DVCR portfolio
  - Pro Vice-Chancellors
  - Higher Degree Research
  - Research Services
  - Office of Commercialisation and Innovation
  - Macquarie Animal Research Services

**Other Key Relationships:**

- Executive
- Associate Deans (Research and Higher Degree Research)
- Faculty Research and Higher Degree Research Managers
- Heads of Department
- Directors of University Research Centres
- Government bodies
- Contractors/Consultants
- University Offices such as Marketing, Human Resources, Finance, Library, IT

**Budget Accountability:**

Successfully manage significant budgets related to specific projects

**Role-specific Conditions:**

N/A

**Scope and autonomy**

Develops and/or modifies organisation wide policies or manages specialised projects which require a high level of interpretation and subject matter expertise
- Collect, collate and analyse relevant data and information to inform high level decision making by the DVC Research.
- Act for the Executive Manager (Research) when necessary.
- Attend, and where appropriate present at, relevant University committees and working groups.
- Manage recruitment within the Office of the DVC R.
- Identify and implement process or system improvements within the Research portfolio and/or across Offices and faculties.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for the level of classification.

| Problem solving | Regularly develops and/or modifies organisation wide policies to identify, develop and implement new initiatives, processes and programs which impact at a University wide level or within an area of specialisation |

DVC Research/Senior Project Manager, Research/ V.1 2019
<table>
<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning and Execution: Managing time and resources to complete tasks and achieve objectives.</td>
<td>Flexibility: Responding effectively to unexpected or changing circumstances.</td>
</tr>
<tr>
<td>Relationship Management: Establishing effective working relationships with others.</td>
<td>Interpersonal Impact: Making a positive impression on others in a range of interpersonal contexts.</td>
</tr>
<tr>
<td>Influence and Persuasion: Building commitment by convincing others and winning them over to a particular point of view.</td>
<td>Initiative: Taking action, on own accord, to address problems and prevent them from reoccurring.</td>
</tr>
<tr>
<td>Communication: Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td>Resilience: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
</tr>
<tr>
<td>Change Focus: Adapting to new situations and dealing with change.</td>
<td>Interpersonal Impact: Making a positive impression on others in a range of interpersonal contexts.</td>
</tr>
<tr>
<td>Analysis and Judgement: Evaluating information and data to solve problems and make decisions.</td>
<td>Accountability: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
</tr>
<tr>
<td>Improvement Focus: Finding better ways of completing tasks or solving problems.</td>
<td>Delivering Outcomes: Holding self and others accountable for achieving high quality and solution focused outcomes.</td>
</tr>
</tbody>
</table>
## REQUIRED KNOWLEDGE

Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Tertiary qualifications or equivalent experience
- Advanced knowledge of the role of research in the higher education/university sector
- Comprehensive knowledge of Project Management concepts including project documentation and communication
- Effective computer skills including Microsoft Office, online information resources and databases
- Ability to synthesise knowledge and experience in order to provide well informed advice to stakeholders within the DVC Research Office

## ACQUIRED KNOWLEDGE

Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of the Office of the DVC Research and University functions and structure
- Knowledge of the Office of the DVC Research and University policies, systems, processes and procedures
- Knowledge of how the University works and how relevant functions across the University interrelate
- Understanding the external sector/context relevant to research

## KEY EXPERIENCES

Practical experiences and exposure to specific environments or activities related to successful performance.

- Simultaneously managing multiple complex projects from concept to completion
- Responding strategically and effectively to high-level sensitive correspondence
- Working autonomously and proactively to achieve the design, development and delivery of strategic initiatives and goals
- Developing effective processes and guideline documents for multiple initiatives
- Analysing and reporting on data to provide well-considered recommendations to senior stakeholders
- Managing and reporting against large and complex budgets
- Managing and building influential relationships with a broad range of senior stakeholders and external partners
- Knowledge of the Office of the DVC Research and University functions and structure
- Knowledge of the Office of the DVC Research and University policies, systems, processes and procedures
- Knowledge of how the University works and how relevant functions across the University interrelate
- Understanding the external sector/context relevant to research