

## Position Description

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|-------------------------|-------------------------------|-------------------------|---------------|
| <b>Title:</b>           | Research Partnerships Manager | <b>HEW Level:</b>       | Level 9       |
| <b>Faculty/Office:</b>  | Research Office               | <b>Position Number:</b> |               |
| <b>Department/Team:</b> | Pre award                     | <b>Date:</b>            | December 2013 |

**Position Purpose:** To identify, develop and manage relationships with philanthropic, government and private sector organisations and industry groups and to identify research funding opportunities to assist the University in achieving its strategic objectives.

### ORGANISATIONAL CONTEXT

The Research Office is responsible for the management of research that takes place at Macquarie University or is conducted by University staff. This task is divided between five functional teams, Pre-award, Post-award and Data, and Ethics and Integrity, Research Contracts and Policy, and Research Governance. The Pre-award Team aims to assist Macquarie University to achieve its research goals. The Team is responsible for application and proposal development and submission.

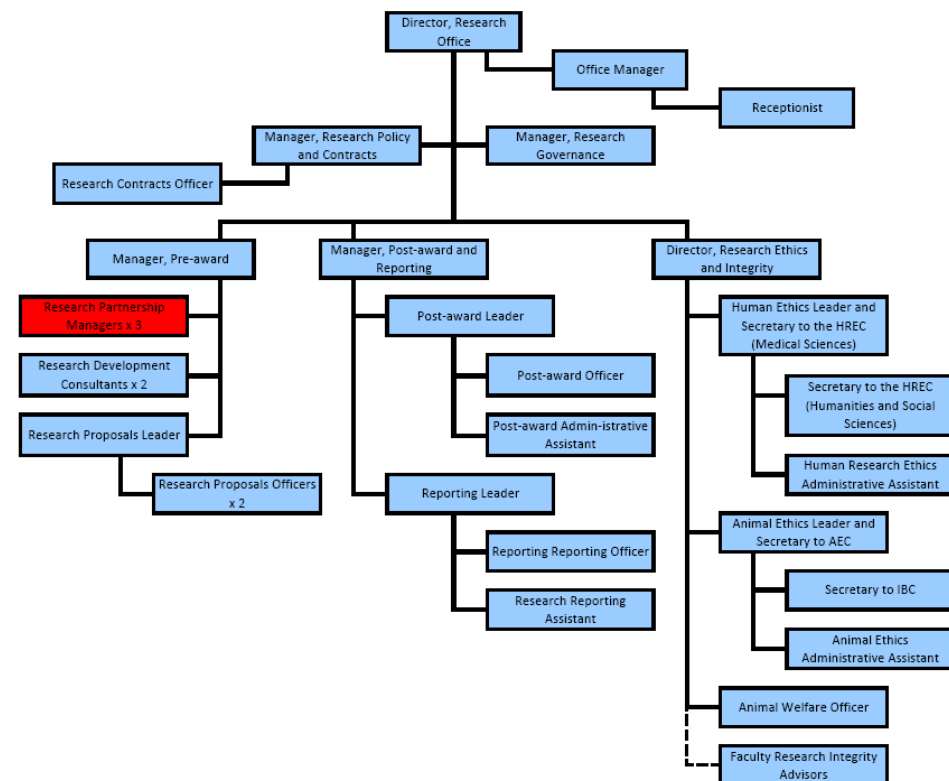
The Pre-Award Team helps researchers to identify appropriate funding opportunities, assists in the development of research proposals and grant applications and manages the submission process.

The Research Partnerships Group is responsible for building relationships with demand driven research funders, and facilitating access to Macquarie University's relevant research expertise.

The Research Development Group is responsible for working closely with researchers to develop research proposals that are of a very high standard, particularly in relation to large funding opportunities.

The Proposal Submissions Group helps researchers to identify appropriate funding opportunities, ensures that proposals are compliant with funding rules, provides strategic advice and manages the process of submission of funding opportunities.

### ORGANISATION CHART



| KEY ACCOUNTABILITIES  | POSITION CONTEXT                 |   |
|---|----------------------------------|---|
| <ul style="list-style-type: none"> <li>• Initiate, develop and manage relationships with philanthropic, government and private organisations with the aim of creating strategic alliances and promoting the research expertise within the University.</li> <li>• Consult with strategic partners to understand the needs and opportunities for collaborative research, contract research, consultancies and tenders and to identify emergent trends.</li> <li>• Define, develop, and assist with the preparation and submission of research business proposals based on identified opportunities and emergent trends to develop contract research funded by research users.</li> <li>• Collaborate with Research Office staff to identify research teams within the University who have the knowledge and skill requirements.</li> <li>• Support the preparation and negotiation of research contracts with external organisations to ensure they comply with relevant policies and procedures.</li> <li>• Provide expert advice and guidance to researchers across the University relating to engagement with external organisations and on research proposals, tender bids and project budgets.</li> <li>• Comply with relevant EEO and WHS regulations.</li> <li>• Perform any other duties as required and as appropriate for the incumbent's level of competence.</li> </ul> | <b>Reports to:</b>               | Manager, Pre-award  |
|   | <b>Positions Reporting to:</b>   | Direct: nil<br>Indirect: nil  |
|   | <b>Key Direct Clients:</b>       | <ul style="list-style-type: none"> <li>• Research Active Staff</li> <li>• Heads of Office, Heads of Dept. Senior Managers</li> <li>• Key state and federal government funders of contract research</li> <li>• Key commercial funders of research</li> </ul> |
|   | <b>Other Key Relationships:</b>  | <ul style="list-style-type: none"> <li>• Other Research Office staff</li> <li>• Faculty research management staff</li> <li>• Key staff in other administrative units, eg Office of Financial Services</li> <li>• Other External Research funds</li> </ul>   |
|   | <b>Budget Accountability:</b>    | nil   |
|   | <b>Role-specific Conditions:</b> | <ul style="list-style-type: none"> <li>• Criminal checks</li> </ul>   |
|   | <b>Scope and autonomy</b>        | Develops and/or modifies organisation wide policies or manages specialised projects which require a high level of interpretation and subject matter expertise.  |
|   | <b>Problem solving</b>           | 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.                                       |

## CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

### **COMPETENCIES** Clusters of behaviours required for successful performance.

**Planning and Execution:** Managing time and resources to complete tasks and achieve objectives.

**Change Focus:** Adapting to new situations and dealing with change.

**Communication:** Effectively grasping and conveying ideas and concepts to others.

**Relationship Management:** Establishing effective working relationships with others.

**Analysis and Judgement:** Evaluating information and data to solve problems and make decisions.

**Organisational Agility:** Navigating the University's systems and structures to achieve objectives.

**Influence and Persuasion:** Gaining other people's buy-in and engaging their support.

### **ATTRIBUTES** Personal qualities related to successful performance.

**Flexibility:** Responding effectively to unexpected or changing circumstances.

**Assertiveness:** Being willing to openly express ideas and opinions and justify these when questioned.

**Interpersonal Impact:** Making a positive impression on others in a range of interpersonal contexts.

**Resilience:** Dealing effectively with and recovering quickly from setbacks or pressure.

**Accountability:** Assuming responsibility for making decisions and delivering agreed outcomes.

**Interpersonal Savvy:** Recognising and responding appropriately to changing interpersonal situations and contexts.

**Energy:** Approaching tasks with energy and pace

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| <p><b>REQUIRED KNOWLEDGE</b><br/>Qualifications, technical and/or professional skills and information needed from day one for successful performance.</p> <p>Degree qualification and/or equivalent experience in a related field.</p> <p>Knowledge of commercial drivers of research.</p> <p>Knowledge of management and commercial exploitation of IP and confidentiality from both academic and commercial perspectives.</p> <p><b>ACQUIRED KNOWLEDGE</b><br/>Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.</p> <p>Knowledge of the faculty/office's functions and structure.</p> <p>Knowledge of the faculty/office's policies, systems, processes and procedures.</p> <p>Understanding the external market/context relevant to their areas of expertise/specialisation</p> <p>Knowledge of how the University works and how relevant functions across the University interrelate</p> | <p><b>KEY EXPERIENCES</b><br/>Practical experiences and exposure to specific environments or activities related to successful performance.</p> <p>Building and managing strategic partnerships with government and private sector organisations.</p> <p>Working in the higher education sector and/or not for profit organisation</p> <p>Developing and presenting cases for research funding.</p> <p>Translating research activities and ideas into business outcomes.</p> <p>Managing complex projects from inception to completion.</p> <p>Negotiating contracts.</p> |
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