

POSITION DESCRIPTION



Position Description Classification Approved	Date
Human Resources Branch	10.05.2022

POSITION DETAILS	
Position Title:	Strategic Development Manager
Position Number:	00020392
Classification:	HEO9
Faculty/Division:	Division of Research and Innovation (DRI)
School/Branch:	Research Services
Reports to (position title):	Executive Director, Research Services
Delegations:	As specified for the position.
Special Conditions:	<ul style="list-style-type: none">Reasonable workplace adjustments will be made for people with a disability.Out of standard hours work may be required.
Significant Working Relationships:	<ul style="list-style-type: none">Faculties, including Deputy Deans (Research);Industry Engagement Priority (IEP) teams;Research Institutes (Directors and Managers);Researchers and Affiliated Researchers;Research funding bodies;Research partner and affiliated organisations;Legal and Risk;Innovation and Commercialisation Services leadership and staff.

POSITION SUMMARY
<p>The University of Adelaide is a large and successful university in Australia's Group of Eight research intensive universities, distinguished by its international reputation and commitment to innovation and excellence in research and teaching.</p> <p>The Division of Research and Innovation provides leadership in achieving the University's strategic goals, particularly in relation to research strategy, researcher education, services, infrastructure and supporting the development of world-class research and impact, both nationally and internationally. Supporting an ethos of excellence, innovation, engagement and impact, the Division is responsible for achieving the research objectives set out in the University Strategic Plan.</p> <p>Research Services provides professional staff support services to the University's Research community in relation to competitive research funding/grant opportunities, research grant administration, applications and awards, research ethics, compliance and integrity management, research contract management and research related reporting and collections such as the Excellence in Research for Australia (ERA) and general and strategic advice to researchers and research leaders. The Strategic Research Team (SRT) provides support for high trajectory researchers and research teams seeking larger-scale research funding to enable high-impact research aligned with the University Strategic Plan.</p> <p>Working under broad direction, the Strategic Development Manager will be part of a small and highly focussed team that provides support for prioritised major funding initiatives in order to deliver an increase in the scale and diversity of external research funding and awards for the University. The team will be responsible for ensuring researchers target key programs at scale, prepare quality applications and achieve high success rates. The Strategic Development Manager will liaise with sponsors, faculties, schools, research institutes and academic staff to ensure that the applications bridge their goals and align with the goals of the University. The Strategic Development Manager will be expected to lead or take a major role in coordinating, project managing and enhancing the quality of major funding applications.</p>

KEY RESPONSIBILITIES	
Conceptualise, plan, coordinate and support the development of selected large-scale research programs led by key researchers (and research teams).	<ul style="list-style-type: none"> • Horizon scanning and targeted communication of funding opportunities, particularly larger scale funding opportunities. • Provide advice to selected researchers on the funding opportunities and awards potentially available to them, on funding rules and guidelines and on approaches to maximise their ability to attract funding. • Identify opportunities to leverage and scale-up industry and/or government investment via appropriate funding schemes. • Drive relevance of grant applications in the context of socio-economic, industry and government needs, as well as University Strategy. • Support selected major opportunities funded by the MRFF, Australian Research Council (ARC), the National Health and Medical Research Council (NHMRC), the RDCs and other national and international funding streams. • Where appropriate, support researchers to complete online applications for the more complex international funding programs. • Draft or synthesise input from multiple individual researchers or partners to create consolidated cross-disciplinary narratives.
Develop effective communication and working relationships with staff at all levels of the organisation, and external to it, in order to support grant development and submission of major research initiatives.	<ul style="list-style-type: none"> • Develops excellent networks within DRI, Innovation and Commercial Partners branch Faculties, Schools and Institutes, to ensure dissemination of grant information and bid coordination. • Proactively communicates with external partner researchers and funding stakeholders to co-ordinate the development of collaborative funding bids. • Develop, document and implement improved processes and protocols for the management of grant funding proposals and awards, including for affiliate researchers. • Works closely with researchers to write applications for a reviewer base with a wide range of expertise, without detracting from the technical and scientific interest of the work. • Supports major research grant initiatives working groups, committees, panel meetings and funding nucleation workshops – for new schemes and the generation of new ideas.
Conceptualise and implement effective coordination of application and acceptance processes	<ul style="list-style-type: none"> • Uses sound judgement to resolve a wide range of research bid-development challenges. • Proof reads, compliance checks, edits and reviews documents and provides feedback. • Interprets and applies complex University and funding agency policies, procedures and award conditions, in order to advise researchers of the consequences of various courses of action and to optimise potential success. • Where necessary, coordinates University submissions for high priority research funding initiatives.
Participate in the development and provision of a range of grant development services and business improvement activities.	<ul style="list-style-type: none"> • Provide grant development services including: <ul style="list-style-type: none"> ○ strategic opportunity assessment ○ coordination of large multi-disciplinary, collaborative bids ○ grant writing support ○ project management support ○ review, edit and where necessary rewrite/restructure multi-investigator research proposals to bring a level of consistency to the synthesis

	<ul style="list-style-type: none"> ○ coordination of external peer reviews and mock interview panels ● Identify opportunities for ensuring more efficient operations, progress monitoring and effective communications and contribute to bench marking activities involving services and research.
Provide strategic leadership and expert advice.	<ul style="list-style-type: none"> ● Develop a comprehensive knowledge of the research priorities of funding agencies of relevance to the University's areas of research focus. ● Develops a comprehensive understanding and knowledge of staff research interests and capabilities to effectively target potential sources of research funding. ● Work with research leaders, research groups and new appointees to identify new funding opportunities through partners and/or networks.
Other reasonable duties commensurate with classification level.	

PEOPLE MANAGEMENT RESPONSIBILITIES

- Ensure a safe work environment and compliance with University HS&W policies and legislation
- Effectively lead the professional staff in all aspects of people management including providing guidance, support and development.
- Ensure effective people management of direct reports to enable the team to deliver the business outcomes effectively and efficiently as practicable.
- Ensure timely completion of PDRs including development plans for direct reports and provide ongoing feedback on their work performance.
- Provide induction to new staff members.
- Provide leadership and guidance in ensuring a service culture and student centric approach is applied within professional services.
- Lead, mentor and coach staff to promote continuous improvement, including undertaking on-the-job training/instruction and providing daily feedback and performance management.
- Monitor, prioritise and coordinate workflow of direct reports.

CAPABILITIES AND BEHAVIOURS

Use the [Capability Dictionary](#) to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position.

UNIVERSITY EXPECTATIONS

Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University's Code of Conduct

STAFF VALUES AND BEHAVIOUR FRAMEWORK

Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](#) and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff.

SELECTION CRITERIA

Knowledge and Experience:

1. An understanding of major national and international research funding opportunities, mechanisms and research management in the University environment and an understanding of the distinctive research profile of the University of Adelaide.
2. Experience in developing and providing a range of grant development and research support services and an understanding of the processes involved in co-ordinating and developing major funding initiatives in collaboration with others.
3. Well-developed project management skills, including the demonstrated ability to plan, research, monitor and manage multiple projects simultaneously and meet deadlines.
4. Highly developed oral communication and negotiation skills, including the demonstrated ability to engage successfully with multiple stakeholders, both internal and external to the organisation to achieve strategic outcomes.
5. Proven analytical, research and writing skills to enable the effective synthesis of complex information and data from multiple sources, and the provision of high quality, evidence-based content.
6. Relevant computing skills and experience in applying information systems technologies to support research funding strategies.
7. Demonstrated ability to act with initiative under broad direction to undertake a range of complex tasks and competing demands with minimal direct supervision and within tight time constraints.
8. Experience of working effectively in a team environment.

Qualification/s:

9. A postgraduate qualification and extensive relevant experience, or an equivalent combination of relevant experience and/or education/training