**POSITION DESCRIPTION**

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| **POSITION DETAILS** |  |
| **Position Title:** | **Chief Operating Officer, Australian Plant Phenomics Network (APPN)** |
| **Position Number:** | 00025616 |
| **Classification:** | HEO10 |
| **Faculty/Division:** | Faculty of Sciences, Engineering and Technology. |
| **School/Branch:** | School of Agriculture, Food and Wine |
| **Reports to (position title):** | APPN Chief Executive Officer (CEO) |
| **Delegations:** | Relevant HR and Financial delegations as prescribed to this position in the University’s Delegations Table. |
| **Special Conditions:** | * Reasonable workplace adjustments will be made for people with a disability
* Out of standard hours work may be required
* Some intrastate, interstate and international travel may be required
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| **Significant Working Relationships:** | * Commonwealth Department of Education
* APPN Advisory Board
* APPN CEO
* APPN Head Office personnel
* APPN Expert Working Groups
* APPN Host Organisations and other key funding stakeholders
* Facility users (local and international, public and commercial organisations)
* External research funding bodies
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| **POSITION SUMMARY** |
| As a member of Australia’s G08, the University of Adelaide is recognised as one of the nation’s most respected research-intensive universities, challenging and inspiring graduates to make a real difference. The Faculty of Sciences, Engineering and Technology (SET) holds an outstanding reputation for teaching, research, and quality graduates. Comprised of eight schools, 21 centres and five institutes, the Faculty of SET is responsible for teaching over 8,500 students across our three campuses, North Terrace, Waite and Roseworthy, and has an annual budget of $300 million. The faculty is a significant contributor to the University’s research reputation, earning annual research revenue above $120 million. Many of our research areas have achieved a world-class research rating of 5 in the 2018 ERA rankings. The faculty is responsible for teaching and research across wide range of disciplines including Engineering, Computer and Mathematical Sciences, Architecture, Biology, Physics, Chemistry and Earth Sciences, Agriculture, Food and Wine and Animal and Veterinary Science. The Faculty of SET is an innovative and agile working environment that champions excellence, diversity and inclusion in our teaching, research, and global engagement leadership.The University of Adelaide is the Lead Agent of the Australian Plant Phenomics Network (APPN) which was established under the Commonwealth National Collaborative Research Infrastructure Strategy (NCRIS). The APPN provides state of the art imaging and data technologies for plant phenotyping in controlled growth environments, at dedicated field sites and in remote areas to enable and accelerate research efforts for sustainable agriculture. The Network is comprised of nine Nodes, strategically located across Australia’s different climate regions in WA, SA, ACT, Vic, NSW and Qld, and hosted by eight renowned universities and a state government department. The APPN Chief Operating Officer (COO) will provide high level advice and executive management support to the APPN Advisory Board and CEO to support decision making on policy and strategy. The COO will have substantial managerial responsibility across budgets, resource allocation, risk management, strategy and future planning, commercialisation of APPN outputs, and partner engagement. Working in close collaboration with APPN Nodes’ Scientific Directors and Business Managers, the COO will ensure the APPN meets its contractual obligations under NCRIS and will coordinate responses to other requests from the Australian Government’s Department of Education, including funding opportunities and contributions to high level policy documents. In addition to chairing APPN’s Expert Working Group for Governance & Management (EWG GOV), the COO will oversee the development and delivery of APPN’s Strategic Initiatives Fund, ensuring their development is achieving critical national collaborative objectives and alignment.  |

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| **KEY RESPONSIBILITIES** |
| Business development and operations | * Be responsible and accountable for managing the day-to-day APPN operations, including all aspects of the establishment, operation, and outcomes of the project in accordance with the requirements of the NCRIS Head Agreement and associated Host Organisation contractual arrangements.
* Provide effective financial governance and control by working closely with finance staff to monitor budgets, complete reports, identify issues, and make recommendations.
* Prepare business plans, progress reports, milestone reports, financial statements, funding applications and implementation plans for the Commonwealth Department of Education and Training.
* Develop and measure against organisational performance indicators,
* Prepare APPN subcontractor agreements, manage APPN budgets, internal funding requests and allocations.
* Drive a culture of integrated, efficient and effective use of resources by national and international customers.
* Stimulate and enable cross node collaborative research and national standards via APPN’s Strategic Initiatives Program and EWG GOV.
* Identify ad-hoc and periodic funding opportunities and coordinate across APPN nodes to write and submit funding applications to continue and broaden APPN footprint and activities.
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| Strategic planning and leadership | * Drive change within the organisation and provide high-level advice and executive support to the CEO, Advisory Board Members and other stakeholders to support decision making on policy and strategy.
* Provide executive support to the CEO in the development and implementation of the APPN strategic plan and the evolution of its risk management process.
* Develop, implement and regularly evaluate and update business plans in alignment with the APPN strategy, incorporating sound business and professional practices aimed at maximising efficiency, financial performance and long-term sustainability of the facility.
* Lead change management processes within the organisation leading to the development of national standards, effective business development frameworks and excellence in customer service across the organisation.
* Create, review, and maintain APPN policies and procedures, including risk management.
* Maintain the Intellectual Property Register in line with APPN contractual obligations.
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| Relationship management and stakeholder engagement  | * Develop positive, respectful relationships with facility users, collaborators, industry contacts, government agencies, regulatory authorities, APPN host organisations’ leadership, the NCRIS community and international plant phenomics networks.
* Support the CEO in coordinating national initiatives and aimed at maximising research impact in plant phenomics.
* Provide direction and support to APPN’s central administrative and communications and marketing teams to ensure the efficient operation of the APPN Head Office.
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| Other reasonable duties commensurate with classification level. |

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| **PEOPLE MANAGEMENT RESPONSIBILITIES** |
| * Recruits, deploys and manages facility staff in effective multi-disciplinary work teams to support the delivery of high-quality customer-care and service delivery.
* Oversees the implementation and maintenance of a compliant, safe and fair environment for staff, customers and visitors in alignment with legislation, University policies and procedures, and relevant professional standards.
* Develops positive, respectful relationships with facility users, collaborators, industry contacts, Government agencies, regulatory authorities, University leadership, APPN partner nodes and international plant phenomics networks.
* Engages, develops and supports key internal and external relationships and partnerships.
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| **CAPABILITIES AND BEHAVIOURS** |
| Use the [Capability Dictionary](https://www.adelaide.edu.au/hr/ua/media/1605/rec-core-capability-dictionary.pdf) 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. |

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| **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 |

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| **STAFF VALUES AND BEHAVIOUR FRAMEWORK** |
| Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](https://www.adelaide.edu.au/hr/organisational-development/university-values) 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. |

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| **SELECTION CRITERIA** |
| **Knowledge and Experience:**1. Substantial and demonstrated experience in financial and strategic management in an evolving service environment.
2. Demonstrated experience in development, implementation and evaluation of strategic frameworks, policies and procedures.
3. High-level written and oral communication skills, including for financial data, with a demonstrated capacity to research and deliver well written committee papers, minutes, reports, and proposals for an executive audience.
4. Experience in the supervision and performance management of staff, including the ability to manage complex or sensitive HR matters and coordinating with staff in multiple locations.
5. Aptitude for strategic thinking, translating strategies and priorities into goals, and leading change, ideally in a research setting.
6. Demonstrated experience in effective leadership of change to improve performance, establish a harmonious working environment and maintain an outcome-based focus.
7. Highly developed time and workload management skills, with demonstrated ability to prioritise effectively, manage competing demands, meet deadlines, and achieve results.
8. Exceptional problem solving, conflict resolution, negotiation, and influencing skills, including the ability to investigate and manage complex issues with diplomacy and discretion, dealing with a wide range of stakeholders including government.
9. Previous experience in a plant science research environment and/or related industry would be advantageous.
10. Ability to work independently and as part of a team, exercising initiative and sound judgement to manage day-to-day.
11. Demonstrated ability to promote the organisational values of integrity, respect, collegiality, excellence and discovery, and a commitment to positively comply with the associated behaviour expectations.

**Qualification/s:*** Proven expertise in the management of significant financial, human and material resources; in addition to, in some areas; or
* Postgraduate qualifications and extensive relevant experience; or
* An equivalent combination of relevant experience and/or education/training.
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