**POSITION DESCRIPTION**

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| **POSITION DETAILS** |  | | |
| **Position Title:** | **Centre Manager** | | |
| **Position Number:** | 00026642 | | |
| **Classification:** | HEO9 | | |
| **Faculty/Division:** | Faculty of Sciences, Engineering and Technology | | |
| **School/Branch:** | School of Physics, Chemistry and Earth Sciences (PCES) | | |
| **Reports to:** | Hicks Chair Quantum Materials | | |
| **Delegations:** | Relevant HR and Financial delegations as prescribed to this position in the University’s Delegations Table. | | |
| **Special Conditions:** | * Out of standard hours work may be required * Some intrastate, interstate and international travel may be required * Reasonable workplace adjustments will be made for people with a disability | | |
| **Significant Working Relationships:** | * Centre Director CE-QuTech * Centre Node Leaders at RMIT and UQ * Centre Chief Investigators * Deputy Vice Chancellor (Research) UoA * Deputy Vice Chancellor (External Relations) UoA * Chief Innovation and Commercialisation Officer (CICO) * Director, Graduate Studies * SET Faculty Business Manager and Research Development Manager * UoA Teams such as Research Services and Innovation & Commercialisation Services * IPAS Director and Manager * Postdoctoral Researchers and PhD Students * Finance and Planning, and Marketing Engagement and Recruitment Teams * Aligned CoE’s e.g. ARC COMBS CoE * Australian Centre for Quantum Growth * SA Govt Industrial Doctoral Training Centre * All external stakeholders of the Centre including the Australian Research Council, collaborating organizations and service providers | | |
| **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.  In mid-2024, the Australian Research Council (ARC) announced $5m funding for the ARC ITTC in Current and Emergent Quantum Technologies which will be headquartered at the University of Adelaide and have a national and international footprint. This Training Centre aims to provide technical and leadership skills to our next generation of quantum technology leaders, advancing Australia’s presence in current quantum technologies, and innovating and implementing new ones. In close collaboration with universities and industry members, and with strategic guidance, the Centre will address the Enabling Technologies needed in Australia as these technologies grow world-wide at an accelerated pace. The outcomes of training future quantum technology leaders in areas touching engineering, physics and biology are the broad shaping of the high-technology landscape in Australia as the quantum economy expands and provide protection for our economic and political future.  Receiving broad direction and working with a considerable degree of autonomy, the Centre Manager will be responsible for leading the business and operational administration of the ARC Training Centre based in the School of PCES. Responsibilities include, managing the budget; meeting ARC reporting requirements; managing relationships with the Australian Research Council, partner organisations and research partners; managing the placement of PhD students within partner organisations; coordinating student training and research activities and their completion across the Centre with communication with CIs, postdoctoral researchers and industry partners; managing research key performance indicators for research projects and milestones. The incumbent will work on activities to increase the scientific and public profile and research reputation of the Centre by organising presentations, seminars, workshops, hosting international scholars and other relevant activities including outreach activities.  The role will work closely with the Centre Director, Node Leaders and CIs to support the development and growth of the Centre, with a communication line to the Research Development Manager to ensure overall Faculty objectives are met. | | |
| **KEY RESPONSIBILITIES** | | |
| Strategy and leadership | | * Actively participate as an effective team member of CE-QuTech in the:   + Senior Management Group, working closely with the Director and Node Leaders (Centre Node Management Team);   + Industry Steering Committee Committee,   + Industry Defence Committee, working with international experts to identify and oversee commercialisation of Intellectual Property developed through the Centre’s research.   + HDR Oversight Team * Lead the Research Support Group, comprising:   + Node coordinators based at the CE-QuTech nodes who manage day-to-day activities at each node; and   + CIs and CE-QuTech Staff who will develop outreach and public engagement activities, and support training of CE-QuTech staff and students in their delivery. * Implement the defined governance structure. * Formulate and assist with the implementation of CE-QuTech policies and procedures, including risk management. * Maintain the Intellectual Property Register in line with CE-QuTech contractual obligations. * Responsible for leading the operational management of the Centre research projects including management of collaboration with all CIs, postdoctoral researchers, PhD scholars, and Industry partners. * Play a strategic role in the preparation and writing of grant applications and facilitate grant reports/renewals associated with Centre activities. * Be a key contact for domestic and international partner organisations. |
| Operational and administrative management | | * Manage the day-to-day CE-QuTech operations, including all aspects of the establishment, operation, and outcomes of the program in accordance with the requirements of the Commonwealth Grant Agreement and other associated contractual arrangements. * Provide high level oversight and coordination of operational activity of the CE-QuTech nodes, including co-ordinating resource management between nodes, ensuring compliance with CE-QuTech governance arrangements, and delivery of the CE-QuTech research agenda in accordance with the funding application and direction provided by the Senior Management Group and subcommittees. * Provide effective financial governance and control by working closely with finance staff to monitor budgets, complete reports, identify issues, and make recommendations. * Implement necessary project management and data base systems to monitor research activities, research data storage, outputs and outcomes (e.g., milestones, publications, grants, community engagement). * Coordinate reporting documentation for the Centre including collaborative agreement variations, milestone reports, internal quarterly and annual ARC reports, KPIs, reports to industry partners and external bodies. * Organise workshops and internal annual Centre research meetings and promote the activities of the Centre, within academic and professional communities in Australia and internationally. * Manage and update the Centre website, web news and other media communication tools to promote the Centre and its research activities. * Oversee continuous improvement of CE-QuTech operations. * Be responsible for talent management, including recruitment and development to build strategic capability of staff. * Provide advice and guidance in relation to governance controls, delegations, and decision-making processes, ensuring alignment to university policies, effective risk management, and ability to respond to audit expectations as required. * Ensure effective dissemination of CE-QuTech activities through regular communication, engagement, and events to improve connection between the staff across collaborators and other stakeholders. |
| Relationship management | | * Work in a pragmatic, constructive and collaborative manner to establish and maintain strong relationships with all CE-QuTech stakeholders across various industry, academic, and government sectors. * Continuously seek to engage new internal and external stakeholders as required to meet the goals of CE-QuTech. * Work closely with Commercialisation Leads within CE-QuTech and University Innovation & Commercialisation Services to assist commercialisation and/or patenting of Intellectual Property. |
| Compliance and reporting | | * Ensure compliance with all statutory, legal, and contractual obligations including developing, implementing, and maintaining frameworks to meet associated reporting and oversight requirements. * Advise the Senior Management Group and associated committees on governance, performance, risk, commercialisation, and other relevant matters. |
| Other reasonable duties commensurate with classification level. | | |

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| **PEOPLE MANAGEMENT RESPONSIBILITIES** |
| In leading and managing staff within CE-QuTech, the Centre Manager will:  • Provide inspirational leadership, a sense of purpose, coaching, and effective management that supports the delivery of the CE-QuTech strategic and operational plans and is consistent with the values of the University and CE-QuTech.  • Support a culture of high engagement, commitment, and performance by providing specific and timely feedback to staff, and by modelling expected behaviours.  • Promote local initiative and empowerment, and a commitment to timely decision-making at team and unit level.  • Encourage and embrace diversity, enable staff development and opportunities in a fair, unbiased & ethical manner, and ensure effective leave planning to promote staff wellbeing.  • Support staff to deliver outcomes across multiple sites including Adelaide, Melbourne, and Brisbane.  • Promote a safe work environment and compliance with University HSW policies and legislation. |

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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. Previous knowledge and/or experience working in or with ARC ITTCs. 2. Demonstrated ability to effectively lead a team, deliver an organisational vision, and manage individuals’ and teams’ performances. 3. Proven record of establishing and maintaining productive working relationships with internal and external stakeholders at all levels of the organisation and across different sectors, contributing to removing barriers or influencing outcomes. 4. Aptitude for strategic thinking, translating strategies and priorities into goals, and leading change, ideally in a research setting. 5. Experience in commercialising and managing Intellectual Property (background and new) across multiple partners and projects. 6. Highly developed time and workload management skills, with demonstrated ability to prioritise effectively, manage competing demands, meet deadlines, and achieve results. 7. Demonstrated experience in effective planning and management of a significant budget. 8. Ability to work independently and as part of a team, exercising initiative and sound judgement to manage day-to-day operations and deliverables. 9. 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. 10. Strong problem-solving and conflict resolution skills, with experience managing staff, handling sensitive HR issues, and coordinating across multiple locations 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:**   * Postgraduate qualifications and extensive relevant experience; and/or * An equivalent combination of relevant experience and/or education/training. |