College/Division: Office of the Deputy Vice-Chancellor (Research and Innovation)
Faculty/School/Centre: Research Initiatives and Infrastructure
Department/Unit: ANU Institute for Space (InSpace)
Position Title: Deputy Director (Mission Control)
Classification: Senior Manager 2
Position No: -
Responsible to: Director, InSpace
Number of positions that report to this role: Up to 8
Delegation(s) Assigned:

Purpose Statement:
The Deputy Director (Mission Control) is responsible for the operations management, the administrative leadership and compliance of InSpace. The position will work closely with the Director to deliver on the InSpace strategic plan and associated yearly targets.

Position Dimension & Relationships:
The position reports to the Director, InSpace. The position engages with the University Executive, stakeholders within the School and College, industry, commercial and government partners.

Role Statement
Under the broad direction of the Director, InSpace, the position will:

- Undertake higher level operational responsibilities including institute finances, administration, board organisation, governance, performance metrics etc.
- Deliver on the long-term development and business model for InSpace HQ, and continue to explore funding opportunities.
- Develop strategic partnerships and relationships with Colleges, Research Schools and ANU service teams, including the Finance & Human Resource teams, Innovation ANU, Technology Transfer Office, Strategic Projects & Partnerships, Alumni Relations & Philanthropy, and the Legal Office.
- In partnership with the Director and the Deputy Director (Mission Specialist), provide effective leadership, management and engagement for the InSpace Team, ensuring all key result area targets and deadlines are met, and supporting career development to build a high performing team.
- Provide high-level strategic advice on existing and prospective opportunities that advance the strategic goals of InSpace, in regards to industry growth and opportunities, engagement generation of independent revenue.
- Oversee negotiation and engagement with potential research funding sources that require business/industry partnerships, as required.
- Foster and manage strategic relationships with stakeholders key to InSpace and allied initiatives as identified by the Director, as required.
- Comply with all ANU policies and procedures, and in particular those relating to Work, Health and Safety and Equal Opportunity.
- Other duties as required and consistent with the classification of the position, in line with the principles of multi-skilling

SELECTION CRITERIA:

1. Postgraduate qualifications, or an equivalent combination of experience and training. Demonstrated delivery in a high-level leadership position or positions. Experience in the space sector is strongly preferred.

2. Understanding of, and experience in, the legal aspects of complex external partnerships, including review of contracts and risk frameworks for investments and engagement. Experience with research contract management, intellectual property management and knowledge transfer issues is essential.

3. Demonstrated high level of achievement at a senior level in a complex organisation, particularly in the development and implementation of innovative strategies for start-up initiatives in the University sector is highly desired.

4. Experience in the preparation of reports, policies and procedures, and a demonstrated ability to interpret statistics, empirical data and legislation or other similar complex policy.

5. High-level skills in managing people, with experience supervising senior administrative staff, including the ability to negotiate, influence and build relationships with a diverse range of people and with key external bodies.

6. A demonstrated high level of achievement in relation to incorporation of workplace health and safety requirements and equal opportunity principles into strategic planning and the capacity to accept devolved responsibility for achievement of equity and diversity strategies.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature: __________________________ Date: ____________

Printed Name: __________________________ Uni ID: ____________

References:

Professional Staff Classification Descriptors