### Position Description

**College/Division:** College of Science  
**Faculty/School/Centre:** Research School of Biology  
**Department/Unit:**  
**Position Title:** Chief Executive Officer  
**Classification:** Senior Manager 2  
**Position No:**  
**Responsible to:** Centre Director, ARC Training Centre for Future Crops Development  
**Number of positions that report to this role:** 3  
**Delegation(s) Assigned:**

### PURPOSE STATEMENT:

Funded by the Australian Research Council (ARC), the ARC Training Centre for Future Crops Development is overseen by the Centre Director, from the ANU Research School of Biology. The Centre connects ANU and The University of Adelaide with over 20 industry and research organisations to train a new generation of researchers and practitioners in the development and implementation of gene technologies to drive growth, productivity and competitiveness in Australian Agriculture. The partners include local, national and international companies and research organisations.

The Chief Executive Officer (CEO) is responsible for providing strategic, administrative and operational leadership for the Centre. The position is also responsible for managing the Biological Transformation Facility located within the Research School of Biology. The Biological Transformational Facility will be seeking to change the landscape for Australia in developing and applying new technologies to fields where they are currently not in routine use.

The CEO works closely with the Director to attract external funding and investment, establish and manage key partnerships within and outside the ANU, monitor program performance, control financial commitments, manage human resources at the project level, provide high level advice to support decisions of the Centre’s Committees, and ensure effective internal and external communication by the Centre’s project teams. Working as part of the Centre Executive, the Chief Executive Officer will establish and manage systems, procedures and activities to support synergistic, collaborative and impactful work across the Centre’s project teams.

The Centre has a commitment to proactively furthering gender equity and diversity, and is committed to providing a safe and inclusive work environment.

### KEY ACCOUNTABILITY AREAS:

**Position Dimensions & Relationships:**

The ARC Training Centre for Future Crops Development is located within the Research School of Biology, which forms part of the ANU College of Science. The CEO position is responsive to the Centre Director and the School Manager, Research School of Biology with respect to the administrative compliance and safety aspects of the role.

The position reports to the Centre Director and is part of the Centre's Executive Team. The CEO provides leadership, management, and advice for the effective establishment, growth, management, and operations of the Centre. The CEO also establish, assist in securing funding and manage the Biological Transformation Facility within the Research School of Biology.
The CEO represents the Centre, maintaining close working relationships with key School, College, University, industry and government partners, and external stakeholders, and providing high-level advice and support as needed. The position requires regular liaison with, and coordination of, the Centre’s two university research nodes as well as research and industry partners which are dispersed around the country. These include a diverse range of people, including scientists, students and organisation administrators.

The position is responsible for supervising a team and working closely with Centre project teams and committees as well as College and University Research Offices, to ensure that the performance of the Centre meets strategic objectives.

**Role Statement:**
Under broad direction, the CEO will have responsibility to:

- Provide high level strategic planning advice and administrative and operational leadership to the Director and the executive, to ensure realisation of the Training Centres strategic and operational plans, and their integration with the University and College plans.
- Provide the single point of authority for non-academic activities relating to the Training Centre which is a collaboration with another 20 partners.
- Play a leadership role in identifying and developing potential strategic business/industry partners including, but not limited to, the frameworks of ARC Industrial Transformation Training Centre and Linkage Projects; Cooperative Research Centres (CRCs) and CRC (Projects). This will include managing engagement with industry partners through contract signing, project initiation, execution and post-project relationships including but not limited to management of intellectual property, commercialisation and deployment of Centre outputs.
- Oversee the initiation of the Centre’s portfolio of research projects followed by monitoring and tracking research activities, performance and outcomes from the Centre’s projects, including research planning and evaluation of research activities against agreed and contractual KPI’s and milestones.
- Oversee the design and delivery of:
  - student and ECR recruitment strategies
  - the training programmes for PhD candidates and Early Career Researchers (ECRs)
  - programs for ECR placements into industry
  and, in conjunction with their academic and industry supervisors, maintain oversight on their project progression, and overall wellbeing.
- Establish and maintain close, collegial and productive relationships with the Centre Executive, Project Leaders, industry partners and other Centre stakeholders, including key university administration functions at School, College and University level. Provide coaching and mentoring to research teams when required.
- In coordination with the Centre Director, lead the Development and deployment of the strategic and operational plans, identify related opportunities and risks, and, implement appropriate risk mitigation strategies.
- Identify synergies across the Centre’s project portfolio and work with internal stakeholders to optimise the utilisation of shared resources.
- Contribute to Centre governance, including by taking a leading role in the preparation of contracts, reports and communiques for the Centre, and developing reporting processes and other documentation required by external funding bodies and partners. Organise and administer Committee meetings.
- Manage and be accountable to the University and the ARC for the Centre’s financial management and associated budget, including financial reporting and the coordination of financial processing for the Centre.
- Lead the development of the Centre’s annual external communications plan, and all associated outreach activities, including outreach events, media relations, webpage and social media management, and the development of promotional material and other marketing materials.
- Comply with all ANU policies and procedures, in particular those relating to compliance, work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.
**SELECTION CRITERIA:**

1. Postgraduate qualifications with proven leadership experience in a university environment, research centre or similar, or an equivalent combination of experience and training. Qualifications and experience in field(s) relevant to the Centre’s R&D foci would be a strong advantage.

2. Proven ability to manage diverse responsibilities and apply sound judgment to prioritise and meet conflicting deadlines.

3. Proven ability to provide high level strategic advice, work with initiative, and generate ideas.

4. Experience in bringing together multiple (e.g., university, government and industry) stakeholders to formulate cohesive research plans and business development activities.

5. Demonstrated high-level writing skills and experience in providing reports and briefing notes, with skills and experience in marketing and outreach activities.

6. High level interpersonal, liaison and negotiating skills, and proven ability to build and maintain effective working relationships with internal and external stakeholders that enable a positive culture and collaborative partnerships.

7. Demonstrated experience operating in a translational and innovation-focussed environment. An understanding of, and experience in, research contract management, intellectual property management, and knowledge transfer issues is essential.

8. Experience in conceptualising, initiating and reviewing development opportunities and the proven ability to source funding to support strategic objectives.

9. A demonstrated high-level understanding of regulatory compliance (e.g., field-trials and genetic technologies), work health and safety and equal opportunity principles, and a commitment to the application of WHS and EO policies in a University context.

*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.*

<table>
<thead>
<tr>
<th>Supervisor/Delegate Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name:</td>
<td>Prof. Barry Pogson</td>
</tr>
<tr>
<td></td>
<td>Uni ID:</td>
</tr>
</tbody>
</table>

References:

- General Staff Classification Descriptors
- Academic Minimum Standards