

 Australian National University	<h1>Position Description</h1>
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College/Division:	ANU College of Asia and the Pacific
School/Centre:	CAP Gen Unit
Department/Unit:	Research Services
Position Title:	Deputy Manager, Research Services
Classification:	ANU Officer 8 (Administration)
Position No:	26066
Responsible to:	Manager, Research Services
Number of positions that report to this role:	5
Delegation(s) Assigned:	D6

PURPOSE STATEMENT:

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

The University's strategic plan reaffirms the College's strategic ambition to excel in research, education and outreach and engage in public debate nationally and internationally.

The Deputy Manager, Research Services is a senior advisor to college management and academic staff on complex research management activities, providing high level advice, guidance and support in the design, development, and implementation of research management practices. The Deputy Manager plays a key role in research management planning and the resolution of complex research management matters, leading a small team of Research Services professionals to deliver high quality and robust research services to support and promote the University's strategic goals.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Deputy Manager reports to the Manager, Research Services and leads a team of Research Services professionals, mentoring and supporting staff to achieve excellence. The Deputy Manager works in close collaboration with senior management and academic staff to provide strategic advice and support on complex research management matters, building strong working relationships with internal and external stakeholders. The Deputy Manager is responsible for efficient grant application and submission processes, the implementation of business processes and research development plans in the unit, and the facilitation of research development activities across the area and in collaboration with other administrative areas. The Deputy Manager represents the area in university-wide initiatives and is accountable for the accuracy and integrity of research data in the unit.

Role Statement:

Under broad direction, the Deputy Manager, Research Services will:

1. Provide effective leadership, management, supervision and guidance to the Research Services team, ensuring that workloads are managed efficiently, and all objectives and deadlines are met. Support staff's career development through coaching and mentoring.
2. Provide high level support in the development of strategies in accordance with the University's research objectives. Coordinate implementation plans, ensuring relevant consultations with stakeholders.
3. Proactively identify training gaps across relevant staff groups in accordance with University's strategic plans. Manage training programs, seminars and workshops for both academic and professional staff. Provide training and guidance on funding options, reporting principles, grant and funding applications.

4. Provide strategic advice to staff (including risk assessment and mitigation strategies), facilitate productive partnerships, undertake liaison with external agencies and industry partner, prepare, negotiate, and review complex research contracts with external bodies and subcontractors.
5. Ensure that Research Services operations are conducted in line with all relevant ANU research policies, procedures and guidelines, and that effective audit material is maintained. Develop, implement and monitor the application of protocols to ensure data integrity and accuracy, coordinating the timely resolution of data integrity issues.
6. Promote a culture that supports proactive monitoring and reporting on the University's compliance with legislation, government reporting requirements and external funding contracts. Develop and evaluate business processes and procedural arrangements to improve outcomes.
7. Implement University initiatives, managing local area implementation, if applicable, and participate in a range of activities, workgroups and networks across campus, as required.
8. Comply with all ANU policies and procedures, and particularly those relating to work health and safety and equal opportunity.
9. 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. Progress towards relevant postgraduate qualifications and demonstrated experience in research management in a complex organisation, or an equivalent combination of relevant experience and qualifications/training. Demonstrated experience in managing grant applications/external funding, risk and project management will be highly regarded.
2. Demonstrated knowledge of contemporary research management practices and proven analytical, problem solving and decision-making skills, including experience analysing data from multiple sources and making recommendations to inform strategic plans.
3. Demonstrated high level advice and planning skills to support senior management and experience developing and implementing policies, procedures and strategic plans to improve outcomes.
4. Demonstrated supervisory experience in a culturally diverse environment, with an ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives in a timely manner and on budget.
5. Demonstrated high level of customer service, interpersonal and consultation skills with demonstrated effective written and verbal communication skills and experience managing complex stakeholder relationships. This includes the development of comprehensive written documentation and reports.
6. Demonstrated computer skills with experience using online data management systems and proficiency using the Ms Office suite. Advanced skills in Excel will be highly regarded.
7. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application 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.

References:

[Professional Staff Classification Descriptors](#)



Pre-Employment Work Environment Report

Position Details

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In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria -see ' Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> • Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 			
TASK	regular	occasional	
key boarding	X	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Organizing events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
NON-IONIZING RADIATION			
solar	<input type="checkbox"/>	<input type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICALS			
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER POTENTIAL HAZARDS (please specify):			

TASK	regular	occasional
laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
work at heights	<input type="checkbox"/>	<input type="checkbox"/>
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
electricity	<input type="checkbox"/>	<input type="checkbox"/>

IONIZING RADIATION		
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
beta particles	<input type="checkbox"/>	<input type="checkbox"/>
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>

BIOLOGICAL MATERIALS		
microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
immunisations	<input type="checkbox"/>	<input type="checkbox"/>