UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition, we are attracting the very best academic and professional staff to play leadership roles in our organisation.

VALUES IN ACTION: OUR UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.

- Delivers high performance and demonstrates service excellence.
- Thinks creatively and develops new ways of working. Initiates and embraces change.
- Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.
- Values individual differences and contributions of all people and promotes inclusion.
- Treats others with dignity and empathy. Communicates with integrity and openness.
UNSW Medicine is a national leader in learning, teaching and research, with close affiliations to a number of Australia’s finest hospitals, research institutes and health care organisations. With a strong presence at UNSW Kensington campus, the faculty have staff and students in teaching hospitals in Sydney as well as regional and rural areas of NSW including Albury/Wodonga, Wagga Wagga, Coffs Harbour and Port Macquarie.

The Kirby Institute is a leading global research institute dedicated to the prevention and treatment of infectious diseases. Established in 1986 in response to the then emerging HIV epidemic, the Kirby Institute now contributes to knowledge on a broad range of diseases, including viral hepatitis and sexually transmissible infections. Focussing on the coordination of national surveillance programs, population health and epidemiological research, clinical and behavioural research and clinical trials, the Kirby Institute’s research projects are conducted in partnership with communities most affected by epidemics.

The Kirby Institute aims to find ways to control infections, develop new therapies and preventative vaccines, as well as providing critical leadership to decision makers in Australia and internationally on the most effective, efficient and sustainable strategies to address epidemics.

The Australia Research Council (ARC) Industrial Transformation Research Program (ITRP) Research Hub to Combat Antimicrobial Resistance (to be known as ‘The Hub’) will take on the global challenge of antimicrobial resistance (AMR) for Australia through a world-first partnership between industry, research and end users – connecting with 22 partner organisations within Australia and globally – to transform our understanding of and approach towards antimicrobial resistance (AMR). The Hub will apply a highly integrated and novel diagnostic and pharmaceutical approach to the challenges posed by AMR, fostering an enhanced pre-commercialisation environment to develop new molecular diagnostic technology and identify new antibiotic compounds.

The ARC Hub Business Manager plays a key role in realising The Hub’s strategic goal of positioning Australian industry as a global leader in meeting the challenges posed by AMR. The position operates with a high level of autonomy and is responsible for significant financial and operational resources. This role plays an operational and strategic partnering role with senior leadership in order to successfully deliver on strategic objectives relating to research, infrastructure planning, industry liaison, stakeholder relations, strategic planning and overall operational effectiveness. At all times, the ARC Hub Business Manager will ensure project actions and deliverables are on track, by maintaining up to date reporting, analysis, records, reminders and data, and providing reports to management on a regular basis and as required.

The role of the ARC Business Hub Manager reports to the ARC Hub Director and has no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

**Strategic and operational project leadership**

- Lead the development and implementation of The Hub strategic plan and supporting operating plans, ensuring that all deliverables are reflected in the project management reporting cycle
- Identify national and global funding opportunities for the expansion of AMR research
- Plan and lead the development, review and implementation of policies, procedures and practices to ensure The Hub operates in a best practice operational and strategic environment
- Establish and maintain successful relationships with and internal stakeholders, business partners and industry stakeholders both in Australia and overseas to facilitate strong and long-term sustainable relationships, ensuring that relationships are maintained with key industry leaders domestically and globally, and representing the Faculty and UNSW to external bodies and organisations in state, national and international arenas
- Develop, maintain and manage all aspects of project agreements, budgets and milestones of The Hub’s research programs
• Other tasks as reasonably delegated by the Director from time to time

**Hub Management**

• Successfully manage all operational functions of The Hub, including effective planning, implementation, evaluation and decision-making to ensure financial and operational objectives are reached

• Lead all contract negotiations and complex budgetary allocations and commitments, involving the Hub Director as final sign off

• Regularly and as required provide high quality accurate reporting and analysis to the Hub Director, management committees, Government Boards and other advisory committees and proactive operational support to identify achievement against milestones and other contractual obligations

• Coordinate events, official functions, public profiling activities and regular proactive communication for the benefit of The Hub’s stakeholders and reputation as a world leading research hub, liaising with the Division of External Relations as required

• Manage the effective sourcing, provision and use of resources, space and infrastructure to support the research priorities of the Hub, facilitating the integration of best practice systems and approaches

• Produce high level communications as required including but not limited to various correspondence, businesses cases, reports and presentations

• Successfully partner internally and externally to ensure that key milestones are achieved, timelines are on target and that key stakeholders and subject matter experts are aware of their roles and responsibilities.

**Governance and Reporting**

• Manage and monitor strict compliance across all Hub activities to ensure that the Hub meets its obligations, industry standards, and work practices and guidelines, taking corrective action where necessary

• Manage Hub finances, project contracts and associated intellectual property, ensuring these are recorded and reported in accordance with the Hub’s contractual obligations. Assist the Hub Director and the Management Accountant in the management of budgets by providing reporting and analysis as required

• Manage all Hub reporting requirements, including monitoring, assessing and reporting on Hub performance against KPIs and collating, publishing and distributing the Hub’s annual report

• Join and actively contribute to UNSW and other relevant committees and working parties as required

• Implement the UNSW Health and safety management system within area of responsibility.

**SELECTION CRITERIA**

• Relevant degree with extensive knowledge and experience gained through a combination of relevant education and training in fields related to the ARC ITRP Hub research themes

• Demonstrated leadership and stakeholder management at senior leadership levels and in complex matrix environments.

• Demonstrated multi-centre project management experience and the ability to proactively undertake projects with limited or no direction, and the ability to manage workflow effectively in a dynamic and fast-changing environment

• Superior time management, problem-solving and organisational skills with a proven ability to establish and direct priorities for self and others, achieve objectives and meet deadlines whilst maintaining attention to detail and strong healthy working relationships
• Strong consultation, influencing and negotiation skills and demonstrated success in developing partnerships with industry and research institutes or similar, and the proven ability to take a leading role in managing a wide range of relationships with a diverse range of internal and external stakeholders and facilitating industry engagement

• Proven skills in financial and organisation planning and analysis including budget development and the ability to interpret financial data at strategic and operational levels and produce and articulate reports for external partners and funding agencies

• Strong written and verbal communications skills with demonstrated experience in facilitating content development for promotional material, web content, official communications and reports with the ability to research and analyse material and summarise key issues

• A strong commitment to continuous improvement and problem solving in complex settings with the ability to provide sound strategic advice and develop and implement operation plans, policies and systems aligned to strategic objectives

• Demonstrated strong initiative and the ability to work both independently and as part of a high performing team

• Sound understanding of the tertiary education sector, trends and challenges

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.