POSITION DESCRIPTION

Senior Research Development Manager

Position Level | 9
Faculty/Division | Division of Research & Enterprise
Position Number | 00062812
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Position Summary
The Senior Research Development Manager (ARC) will provide project management, high level administrative support, strategic communication and editorial support to activities undertaken by the Research Strategy Office (RSO).

The Senior Research Development Manager (ARC) will work with the RSO team in providing strategic assistance to researchers in regard to competitive research funding proposals and strategic grant scheme training, with a focus on the Australian Research Council (ARC), and other national agencies that fund research. The Senior Research Development Manager (ARC) will be required to interact effectively at a high level with researchers, funding bodies, and potential partners on collaborative research, and with relevant Faculties and researchers across the University.

The role of Senior Research Development Manager (ARC) reports to the Director, Research Strategy Office and has two direct reports.

Accountabilities
Specific accountabilities for this role include:

- Lead the development of strategic planning processes and resulting procedures and practices which support the growth of the University’s research performance.
- Deliver high level support and expert advice to UNSW researchers to ensure submission of high quality, competitive research funding proposals.
- Provide early expert advice on research grant strategy and on ways to develop and enhance research funding proposals, with a particular emphasis on ARC major grant schemes and
other national agencies that fund research.

- Provide project management advice and support including research partner engagement (industry, academic, government etc) for collaborative grant schemes.
- Establish and nurture strong relationships with diverse stakeholder to understand technical and knowledge exchange capability and the potential for industry engagement.
- Proactively contribute to identifying and developing strategies to target major funding opportunities, with particular reference to government, the ARC and other national schemes in across STEM and HASS disciplines.
- Be fully informed on the high-level policy that assists Partner organisations to engage in research with higher education research projects, including some knowledge of government incentive schemes and other relevant legislative, political, economic, academic and industry policy matters;
- Represent UNSW to external organisations and funding bodies at state and national levels and maximise networking opportunities. Develop and maintain effective relationships with key contacts in these organisations and relevant stakeholders within the University, including researchers.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- Significant experience in a major research or government portfolio including a significant track record of achievement in supporting applicants in the development and success of major competitive collaborative research grant applications.
- Demonstrated experience in the strategic review and preparation of proposals in the collaborative research space, particularly ARC major grant schemes.
- Extensive experience working with a range of collaborative research partners and end users, including industry.
- Demonstrated evidence of leading and developing targeted strategic planning and implementation of support programs for researchers applying for research funding.
- Demonstrated ability to analyse, interpret and integrate complex data and provide strategic direction and analysis to senior management, including sound knowledge of computer spreadsheet applications, various reporting tools and the delivery of online reports.
- Proactive and motivated with strong relationship management skills and the capacity to engage with a diverse range of stakeholders.
- Demonstrated ability to work both collaboratively within a team, and independently, to achieve key performance indicators.
- Outstanding written and verbal communication, negotiation and consultation skills, including an ability to exercise initiative, tact and discretion in dealing with highly sensitive and confidential matters.
• Demonstrated advanced computer skills with proficiency in Microsoft Office suite (Word, Excel, PowerPoint and Outlook), various reporting tools and the delivery of online reports.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

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