POSITION DESCRIPTION

Research Development Manager

Position Level 8
Faculty/Division Medicine
Position Number 00096498
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Position Summary

UNSW Medicine & Health is one of the world’s leading medical Faculties. We perform world-class research that spans from the wet lab through to policy interventions, spread across precincts in Randwick, Darlinghurst, St George & Sutherland, and South-West Sydney. To leverage this breadth, our research is clustered into several research Themes including Cancer; Infectious Disease, Immunity and Inflammation; and Cardiac, Vascular and Metabolic Medicine; Neuroscience, Mental Health and Addiction; and soon, Health Services Research. These Themes are broad areas of research strength that promote collaboration between academics and clinicians to deliver real-world impact from our research.

The Research Development Manager is responsible for driving the success of the Faculty’s Health 25 strategy through support of ambitious initiatives to drive funding success, promote collaboration, develop our staff, and create impact from our research. These initiatives may take the form of Faculty wide schemes, or they may be targeted initiatives delivered through the auspices of one or more Themes.

The role reports to the Research Support Manager. It has no direct reports.

Accountabilities

In order to effectively drive forward the Faculty strategy, this role will need to be responsive to multiple academic and professional stakeholders. Overall effort will be split approximately 60:40 between research Theme and Faculty-wide activities, respectively. For research Theme activities the position will support and take direction from the research Theme Principal for a Theme, for Faculty-wide activities the position will support and take direction from the Research Support Manager. Ultimate accountability for all research-related deliverables of the Health 25 strategy lies with the Senior Vice Dean (Research).
Specific accountabilities for this role include:

**Faculty-wide support**

- In collaboration with the Research Support Manager develop and implement an annual program of continuous improvement initiatives (e.g. to increase grant funding outcomes, to support the development of early-and mid-career researchers, or to communicate the impact of our research) as well as plan and manage change projects and processes across Medicine.

- In partnership with relevant University stakeholders (e.g. the Division of Research and the Research Finance Office), perform a range of duties to assist researchers with nominated aspects of funding and career development support, including running events, providing advice, administrative and project management support, coaching researchers and coordinating grant approval and submission processes.

- Support the Research Support Manager to manage and deliver strategic and operational goals through the provision of research support, strategic advice, project management and the development of policies, procedures and proposals.

- Develop and maintain an expert knowledge of the relevant research funding landscape; actively promote opportunities to researchers; and provide individualised advice and a range of support to researchers to increase the volume of high-quality funding applications.

**Theme support**

- Provide operational and strategic leadership through expert advice in the day-to-day administrative operation of the assigned Theme to the Theme Principal and through ensuring the implementation of the Theme strategy against its predefined implementation timeframes and budgets.

- Alongside the Theme Lead, drive the development and implementation of an annual operational plan of activities and projects to achieve Theme objectives within area of responsibility, with key performance indicators and outcomes.

- Design the submission, review and acceptance processes / governance for research seed funding for the Theme. Track the progress of successful research seed funding proposals through to completion and eventual outputs (research grant applications, research activity and publications).

- Provide support to the Theme Principal by reviewing reports, research grants, submissions or publications.

- Consult, liaise and negotiate with internal and external stakeholder groups and institutions primarily on theme operational and strategic matters.

**General**

- Undertake special project responsibilities, as required.

- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](https://www.unsw.edu.au/our-values) and the [UNSW Code of Conduct](https://www.unsw.edu.au/unsw-code-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 & safety of yourself or others.
Skills and Experience

- Relevant tertiary qualification with subsequent relevant experience supporting research, or equivalent competence gained through any combination of education, training and experience.

- Proven skills and experience in strategic and resource planning within the higher education, goal setting and project management.

- Demonstrated success designing and delivering strategies, programs and initiatives that support funding development, impact and collaboration in research.

- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.

- Excellent consultation, influencing and negotiation skills and proven ability to engage effectively with diverse internal and external stakeholders.

- Superior written and verbal communication skills, with a high level of attention to detail for deliverables produced.

- High level organisational skills with proven ability to deal with multiple tasks, establish priorities and meet deadlines.

- Advanced level of computer literacy, working with a range of computer systems and applications, including Microsoft Office 365 suite including Teams, One Drive, Power BI, Excel, Word, Powerpoint and Outlook and with using UNSW's enterprise systems.

- 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.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.