POSITION DESCRIPTION

Research Hub Business Manager

Position Level
8/9
Faculty/Division
Engineering
Position Number
00096139
Original document creation
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Position Summary

The Research Hub Business Manager will manage the operations of the ARC Research Hub for Connected Sensors for Health. This includes development of operational plans, liaison with industry partner organisations, reporting and engaging with key external stakeholders including the ARC. This role will also provide strategic operational and administrative support to the Hub Director and the senior leadership team of the Hub as required.

The role reports to the Hub Director (Professor Chun Wang) and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

Level 8

- Work with the Hub Director and senior leadership team to identify and develop strategies that ensure the successful establishment of, and ongoing effectiveness of the operations of the Hub.
- Assist the Hub Director and senior leadership to develop and implement operational plans that align and support the research activities of the Hub and to assist competitive research funding proposals.
- Consult with key stakeholders, developing and maintaining effective relationships.
- Contribute to the recruitment process of PhD students and key Hub personnel, monitoring and distributing work load for members of the Hub.
- Ability and capacity to implement required UNSW health and safety policies and procedures.
- Represent the Hub in other areas of UNSW, advisory groups, meetings and other activities.
• Monitor and implement strict compliance across all Hub activities to ensure that the Hub meets its obligations, industry standards, safety regulations and work practices and guidelines, taking corrective action where necessary.

• Develop and manage the Hub budget, monitoring finances, project contracts and associated intellectual property agreements.

• Manage all Hub reporting requirements, including monitoring, assessing and reporting on Hub performance against key performance indicators (KPIs) in terms of publications, industrial deliverables.

• Develop and manage the website and provide regular updates to advertise the activities and outcomes of the Hub.

• Organise and coordinate research meetings, forums and conferences.

• Develop and maintain database systems to expedite the collation of data for reporting purposes.

• 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 & safety of yourself or others.

**Level 9 (in addition to the above):**

• Actively contribute to the ongoing development, review and refinement of the Hub’s strategic plan in collaboration with the Hub Director and senior leadership team.

• In collaboration with the Hub Director, identify and pursue opportunities for the Hub beyond existing funding partners and prepare material to assist in major funding applications.

• Actively review the strategic aims and research performance of the Hub and provide high level advice on alignment with the strategic research aims and provide recommendations for improved performance and progression of the Hub’s projects.

• Strategically position and represent the Hub’s research to all relevant stakeholders such as industries, government agencies and the general public.

• Set up, monitor and report on long-term milestones and key performance indicators with the Hub Director and senior leadership team for the Hub and associated projects.

**Skills and Experience**

**Level 8**

• A relevant degree with substantial knowledge and experience gained through a combination of relevant education, training and/or experience.

• Experience in fields related to the Connected Sensor Hub research themes will be highly regarded.

• Demonstrated experience in executive support to senior management in a large and complex institution.

• Proven project management experience on projects with budgets above $1m, with the ability to proactively manage projects under limited supervision.

• Strong ability to manage workflow effectively in a dynamic and fast-changing environment, with superior time management, problem-solving and organisational skills.
• Demonstrated success in developing partnerships with industry and research institutes and facilitating industry engagement.

• Proven skills in strategic, financial and resource planning and analysis at strategic and operational levels.

• Demonstrated experience in facilitating content development for promotional material, web content, official communications and reports.

• Outstanding written and oral communication, negotiation and consultation skills, including an ability to exercise initiative, tact and discretion in dealing with highly sensitive and confidential matters.

• Strong initiative and the ability to work both independently and as part of a team.

• 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.

Level 9 (in addition to the above)

• Postgraduate qualifications with extensive relevant experience or an equivalent level of knowledge gained through a combination of education, training, and/or experience.

• Extensive management expertise and supporting experience, or program management and other specialist experience.

• Proven leadership skills and significant experience in a research environment with a strong understanding of research funding sources, schemes and grants, and the research regulatory and policy environment.

• Demonstrated ability to analyse, interpret and integrate complex data and provide strategic direction and analysis to senior management.

• Experience in providing significant input to strategic and operational planning in relation to research and developing strategic position papers and policy.

• Extensive understanding of ARC funding rules, related industry and university policies and procedures around the management of research and research finance.

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

• Proven expertise in and ability to provide professional advice in a range of disciplines related to the Hub themes.

• In-depth understanding of relevant and international regulation and standards for medical devices.

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.