POSITION DESCRIPTION

Associate Director, Research Strategy Office

Position Summary
The role of the Research Strategy Office (RSO) is to enhance UNSW’s research performance and profile by working with Faculties, research teams and researchers to initiate, facilitate and secure new national and international research funding bids and Fellowships, enhance UNSW’s research profile and increase the level, quality and diversity of research funding.

The Associate Director, RSO is a pivotal senior leadership role within the team, which will support and deputise for the Director, as required. The incumbent will play a key role in mobilising and lifting the University’s research capability by driving the identification, development and delivery of large-scale funding opportunities, and supporting major initiatives across industry, government and philanthropy both domestically and internationally, aligned with UNSW’s research strategy.

The role of Associate Director will work constructively with a broad range of senior stakeholders across multiple thematic research priorities, disciplines, Faculties, and Divisions to develop strategies, initiatives, policies and programs that sustain research impact in key focus areas.

The incumbent will provide high level advice, reports, and support to the Director in the planning, development and implementation of strategies, operational plans, and performance measures, to support activities undertaken by the RSO in leading collaborative strategy implementation.

The role reports to the Director, RSO and has one direct report.
Accountabilities
Specific accountabilities for this role include:

- Develop and drive, in partnership with the Director, the activities of RSO to ensure effective and efficient support to UNSW research funding effort, ensuring a strong work ethic and consistent client service approach;
- Provide high level strategic reports and advice to the Director, RSO, Pro Vice Chancellor (Research), Deputy Vice Chancellor (Research & Enterprise) and other relevant committees and senior staff, as required;
- Deputise for, and accept delegation on behalf of the Director, RSO as required from time to time;
- Actively foster and enhance UNSW's research profile and impact, and increase the level, quality and diversity of research funding, across industry, government and philanthropy both domestically and internationally;
- Identify and develop strategies to target and develop a pipeline for major funding opportunities across all research areas, including identifying researchers to build teams that are aligned with strategic opportunities;
- Lead a culture of continuous improvement and innovation to support the delivery of responsive, agile and seamless services to the UNSW research community and its partners;
- Establish performance goals and measures to evaluate success of assigned area of responsibility;
- Represent UNSW and the Director, RSO 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;
- Develop and maintain effective relationships with relevant internal stakeholders, including researchers, Faculty Deans, Associate Deans (Research), and senior staff within philanthropy, Industry and Innovation, global and government relations portfolios;
- Be fully informed on current funding guidelines, legislative, political, economic, academic and industry policy matters;
- 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

- Post-graduate qualification and/or an equivalent level of knowledge gained through a combination of education, training and/or extensive experience in a major research or Government portfolio, including a significant track record in leading, establishing and stewarding collaborative research partnerships;
- Outstanding written and oral communication skills, with a high level of attention to detail for deliverables produced;
- Expert understanding of the national and international research landscape, with a particular understanding of sources of competitive research funding, research environment and funding schemes, as well as relevant legislative, policy and funding issues affecting the research sector;
• Demonstrated highly developed project management capabilities with evidence of high level of prioritisation and time management skills;
• Demonstrated ability to ensure continual improvement of workflows, service delivery and quality assurance by proactively implementing innovative solutions;
• Strong analytical and problem-solving skills, with the ability to use data to inform decision-making;
• Proven technical skills with expertise in influencing and advising on complex policies, processes and issues;
• Collaborative and team oriented with ability to quickly establish and maintain a high level of personal and professional credibility at a senior management level and with the wider team;
• Demonstrated negotiation and consultation skills, including an ability to exercise initiative, tact and discretion in dealing with highly sensitive and confidential matters;
• 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.