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## POSITION DESCRIPTION

# Senior Manager, Pre-Award

Faculty/Division	DVC-Research and Enterprise
Classification Level	Professional 9
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	ADMIN ONLY
Shiftwork status	NOT SHIFTWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	10 May 2024

### Position Summary

Research Grants and Contracts (RGC) within the Division of Research and Enterprise contributes to UNSW's research performance and profile via the effective management of the University's research income. RGC is the key link between UNSW researchers, executive and funding agencies such as the NHMRC, ARC, other government and non-government research funders, philanthropic competitive grant funders and industry partners. The RGC teams are a crucial component in the university's ongoing strategy to increase knowledge exchange and towards meeting the S25 aims. Each year the RGC manages more than 2,200 applications and 7,000 ongoing projects on behalf of UNSW, supporting more than 2,000 UNSW academics.

The Senior Manager, Pre-Award will provide leadership to a team of officers dedicated to the delivery of high-quality customer services to the University in the Pre-award space (including all competitive grant and tender applications). The position works closely with colleagues from Research Analysis, Data and Reporting (RADAR), the Research Strategy Office, and across the Research Grants and Contracts teams.

This position will contribute to the development of strategic plans; policy & procedural documents; operational protocols; and, undertaking process and documentation reviews. There is a significant amount of hands-on work involved and it is expected the Senior Manager will actively contribute to the day-to-day workload of the team.

The role of the Senior Manager reports to the Associate Director Research Grants and Contracts and has four direct reports in addition to short term project officers throughout the major application rounds.

## Accountabilities

Specific accountabilities for this role include:

- Lead UNSW researchers in the preparation of competitive research applications (incl. bids and tenders to government and industry), and sourcing essential information from various UNSW resources and writing UNSW centric components.
- Develop and maintain an expert level of knowledge in the relevant sponsoring body rules and legislation to ensure delivery of quality and reliable advice to researchers, RGC colleagues and other key stakeholders.
- Build and maintain excellent working relationships with key internal stakeholders including Heads of Schools, Centre Directors as well as external stakeholders and agencies, to enable increasingly high-quality service from the Research Grants and Contracts office at UNSW.
- Provide leadership by supporting, training, mentoring and developing the skills and expertise of the Pre-award team members and by contributing to the knowledge of the office and division as a whole.
- Drive and ensure a focus on quality and service within the team, continually reviewing team performance through best practice benchmarking and customer feedback.
- Identify and implement process improvements by actively working with team members to establish long-term priorities that will facilitate improved customer service delivery and enhancement of the University's competitive grant and contract management software and other support systems.
- Develop high quality presentation materials, web resources and communications for major rounds, and other significant funding opportunities, including compliance with funding guidelines, eligibility, and budgets to provide UNSW researchers with optimal information to prepare high-quality funding proposals.
- Manage and prioritise workloads for the team, taking into account business peaks and troughs, staff annual leave and key performance targets whilst maintaining oversight of critical work practices, ensuring data integrity, efficiency and a high-level of service is maintained at all times.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

## Skills and Experience

- Extensive management expertise and research support experience in the higher education sector or equivalent level of knowledge gained through any other combination of education, training and/or experience. Demonstrated experience in competitive grant applications is highly desirable.
- Proven high level of knowledge and understanding of the Australian higher education sector and of the research funding environment both in Australia and internationally.
- Proven success in leading, managing and delivering high quality projects while effectively and efficiently managing competing deadlines and complex stakeholder relationships using outstanding interpersonal, negotiation, influencing and relationship building skills.

- Demonstrated experience in management and leadership in a service delivery, customer focussed environment, including evidenced capacity in building highly effective and efficient teams.
- Evidenced ability to contribute to high-level strategic planning, policy formulation and implementation, including the development and implementation of effective team based operational plans for the delivery of services and an ability to continually improve workflows, service delivery and quality assurance by proactively implementing creative and innovative solutions to problems.
- Demonstrated high-level financial skills with clear ability to interpret, provide advice and comment on grant budgets and support the ongoing development, and use of the UNSW pricing tool.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) 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.