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## POSITION DESCRIPTION

# Chief Operating Officer (COO), MWAC

Position Level

TRP

Faculty/Division

Division of Research & Enterprise

Position Number

*ADMIN ONLY*

Original document creation

May 2023

## Position Summary

The Mark Wainwright Analytical Centre (MWAC) resides within the portfolio of the Pro Vice-Chancellor (Research Infrastructure) in the UNSW Division of Research & Enterprise. MWAC comprises 15 core research-support facilities housing high-end research instrumentation and infrastructure used by researchers for the study of the structure and composition of biological, chemical & physical materials.

MWAC's research facilities are accessible to all staff and students of UNSW, as well as to external researchers, Government and industry users. MWAC staff provide research collaboration, technical support, education and training to researchers accessing the facilities.

Approximately 100 MWAC staff manage and maintain a diverse portfolio of research support instrumentation valued at about \$150M with an annual budget commensurate with these operations.

The COO, MWAC will be responsible for the high-level management of the Centre operations, along with driving MWAC's industry engagement and support for translational research to align with the University's strategic priorities. This role will be critical to drive business development for MWAC & will require working with MWAC scientific leadership and management staff to ensure all strategic initiatives opportunities are taken both within UNSW and externally at State and Commonwealth levels. This will provide opportunities for this role to develop MWAC services and outreach in research support and translation.

This role works in close collaboration with the Executive Director of MWAC, Heads and Directors of MWAC core research facilities, MWAC Board and advisory groups. Outside of MWAC, the role works closely with stakeholders within other entities under the Pro Vice-Chancellor (Research Infrastructure), Finance, HR, Legal, IT, EM and relevant Faculties. The role is also expected to represent MWAC in national collaborative infrastructure forums relevant to core facilities management.

The role has a formal reporting line to the Executive Director of MWAC as well as key accountability to the Pro Vice-Chancellor (Research Infrastructure) and the MWAC Board. The role will have at least 8 direct reports, and will take on senior management responsibility for the Chemical Consulting Laboratory in its provision of services to industry.

## Accountabilities

Specific accountabilities for this role include:

- Provide strategic professional leadership to MWAC in all core operational functions. This includes the finance structure of MWAC (including the cost recovery structure); working with the business and HR in regards to workforce planning; ensuring Health and Safety practices are managed efficiently across MWAC; working with the business, PVCRI and IT to ensure IT platforms meet the needs of the facilities.
- Overall financial responsibility for MWAC. This includes developing and overseeing the implementation of MWAC's budget across all fund types in conjunction with finance & ensuring MWAC meets all budgetary requirements.
- Contribute to long-term strategic and business planning for MWAC, leading the teams in operationalising the strategy.
- Drive the development of business cases and partnership agreements both internal and external; and coordinate reporting for external organisations including funding bodies, national networks such as NCRIS, and government agencies.
- Work with the Executive Director of MWAC to develop strong partnerships within UNSW, industry & government at a local & national level, in order to grow MWAC's business and profile, particularly in research translation.
- Develop long-term plans for asset management, including replacement of end-of-life assets and support facility managers and Directors/Unit Heads in seeking external co-funding opportunities for new assets, where applicable.
- Contribute to developing MWAC support for UNSW research groups and centres in their research translation needs.
- Provide strategic and operational management to the industry-focused consulting arm of MWAC (CCL), and working with research facilities, grow and optimise fee-for-service and contracting arrangements with external industry and partner organisations.
- Provide leadership, mentoring, management and development support for direct reports and the broader admin. team, and lead the CCL team in delivering quality customer service.
- Develop and maintain strong collaborative relationships with the broader PVC(RI) team, to pro-actively work on research infrastructure initiatives, particularly those designed to support research translation, including a quality culture and appropriate quality management systems.
- Play a key role, along with the Executive Director, in building a high-performance, values-focused workplace culture necessary for the success of MWAC and its stakeholders.
- Represent and promote MWAC at internal and external events and with relevant stakeholders.
- As a member of the MWAC senior leadership team, play a key role in implementing and monitoring WHS policies and procedures across MWAC
- 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

- Tertiary qualifications at a post graduate level in a relevant area of finance, business, management, or science.

- Extensive experience in a senior leadership/executive related role preferably in a technical, research or higher education environment.
- Experience in working with the public and private sectors, in particular in relation to research, funding and/or commercialisation.
- Demonstrated high-level financial management skills, including success in the preparation and delivery of organisational budgets.
- Evidence of outstanding people management skills, the creation of a service ethos and a positive workplace culture.
- Proven relationship and stakeholder management skills to be able to effectively collaborate with stakeholders within and outside UNSW.
- Well-developed networking, negotiation and conflict resolution skills, including the ability to manage projects involving diverse interest groups/stakeholders.
- Highly developed interpersonal, communication and influencing skills with the ability to communicate a wide variety of stakeholders.
- Appreciation of the need for business development in a research facility environment, with some experience in working with stakeholders in building and converting a pipeline of leads and commercial engagements.
- Proven success in leading multiple projects at once, with a track record to successfully delivering measurable outcomes.
- 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.