



Research Development Specialist

Department/Unit	Education Faculty Activities
Faculty/Division	Faculty of Education
Classification	HEW Level 8
Work location	Clayton campus
Date document created or updated	30 October 2017

Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. And that's because you're not just starting your career, or taking on a bigger challenge. You're making a real contribution – surrounded by energetic, inspiring people who are driven to make a difference as well. Monash is a place where you'll be able to develop your career in exciting, sometimes unexpected ways – putting you in the best possible position for a rewarding future. Discover more at www.monash.edu

The **Faculty of Education** is nationally and internationally recognised for excellence in teaching and research. Operating across three campuses, we offer a diverse and innovative curriculum that responds to international and local community needs, producing graduates who lead professional practice, public debate, policy and community action around the world.

Among our programs are undergraduate and Masters teacher education degrees in early childhood, primary, secondary education, a wide range of postgraduate coursework and research degrees in education, counselling, psychology and educational and organisational leadership. We have a vibrant research culture, and we are known for our openness to multidisciplinary critical research and our commitment to finding solutions to the key educational problems of our time.

For more information about the Faculty, please visit our website: www.education.monash.edu.au/

Position purpose

The Research Development Specialist leads the research development function of the Faculty of Education's Research Portfolio, and provides expert advice on the faculty's research strategy to the Associate Dean - Research and the faculty's Research Services Manager to optimise research outcomes for the faculty. The incumbent develops and leads strategic programs and initiatives to deliver against the faculty's key objectives and key strategic programs pertaining to its research, business and partnership development.

The Research Development Specialist plays a key role in expanding and generating new income opportunities across all research income categories, stakeholder engagement and relationship development and plays a critical role in positioning the faculty as a leader in the delivery of education-related research.

Reporting Line: The position reports to the Manager, Research and Graduate Services under broad direction, and operates with a degree of autonomy

Supervisory responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. Provision of strategic advice to senior faculty management, including advice on targeted strategic research building initiatives and platforms based on research themes and organisational strategies and structures, to provide a research enabling environment
2. In partnership with the faculty's Engagement Office, analyse business opportunities for contracted educational research, develop plans to grow the faculty's business client base and undertake investment analysis of potential projects
3. Communicate the faculty's strategic positioning and focus, and advise academic researchers on building industry linked research programs and funding strategies
4. In collaboration with the Associate Dean – Research and the Manager, Research and Graduate Services, identify, promote, support and reinforce the quality and interdisciplinary capability of researchers to enable building research productivity through the integration of work units
5. Develop research enabling strategies that track and target local and national opportunities and trends and translate conceptual research ideas into practical applications in diverse education sectors
6. Identify, build and maintain effective stakeholder relationships and communication channels with a diverse range of key internal and external strategic partners, clients and networks in order to support the faculty's Research Strategy, expand the work of the Research portfolio and create research collaborations
7. Manage the planning, monitoring and reporting of the faculty's research activities and research performance in relation to competitive grants and ensure that opportunities for external funding are exploited in alignment with the Faculty's strategic plan.
8. Manage the research grant and research tender/contract proposal development process, including the provision of advice and high level support to academics in conceptualising projects and writing proposals
9. Manage (interdisciplinary) research events and opportunities internal and external to the faculty and the University. Represent and promote the faculty to targeted industry and government bodies and the broader community, and pursue relevant networking opportunities

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - postgraduate qualifications or progress towards postgraduate qualifications together with extensive relevant work experience; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Exceptional skills in research development, leading research enabling programs and initiatives, and client relationship development and management in a complex organisation
3. Extensive experience in a research development context, including knowledge of effective strategic analysis and planning, business planning processes and proven ability to seek out and achieve positive business results and meet targets
4. Proven high level negotiation and influencing skills and the ability to work collaboratively and effectively with a range of key internal and external stakeholders
5. Proven, successful prioritising, planning and organisational skills with the ability to manage competing priorities
6. Extensive experience in, and knowledge of, the local, national and international education industry and the associated research possibilities
7. Highly developed communication and interpersonal skills with proven ability to effectively analyse complex information, identify relevant opportunities and produce succinct and convincing proposals and tenders
8. High level computer literacy skills with sound knowledge of the Microsoft Office suite of software, email, online computing systems, and other online systems

Other job-related information

The Faculty of Education operates across the Clayton and Peninsula campuses. As such, where there is a requirement for work to be completed as part of this role at a campus other than the home campus, you will be expected to travel to the other campus to meet the operational needs of the Faculty.

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.