

POSITION DESCRIPTION

Position Title	Research Program Operations Manager		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	Institute for Positive Psychology and Education		
Nominated Supervisor	Associate Professor		
Higher Education Worker (HEW) Level	HEW 8	Campus/Location	Strathfield/North Sydney
CDF Achievement Level	2 Management (Line)	Work Area Position Code	13671
Employment Type	Full-Time, Continuing	Date reviewed	February 2017

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at www.acu.edu.au.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

ABOUT THE INSTITUTE FOR POSITIVE PSYCHOLOGY AND EDUCATION

Research at IPPE capitalises on the positive psychology revolution sweeping social science research worldwide. Working collaboratively with scholars across the world, our researchers drive and achieve tangible success in international research in positive psychology.

We are recognised for substantive and methodological advances in research into physical and psychological well-being, resilience, and self-concept, for developing psychometrically sound measures of important psychosocial outcomes, and for achieving synergistic blends of rigorous quantitative, qualitative, and applied research.

Collectively our research teams have been awarded over 70 Australian Research Council grants (including ARC Future Fellowship and DECRA). Before gaining Institute status at ACU, IPPE was an established world-class research centre (founded by Professor Marsh in 1998). It is 4th-ranked in ARC grants in Education, 1st in Indigenous Education (Behrendt, 2013) and the 7th-ranked educational psychology program in the world (Smith et al, 2003).

We have a fundamental concern for justice, equity, diversity, and the dignity of all human beings.

Our core values include empowerment, ethical research, harmony, cultural security, academic freedom, respect, and responsibility.

ABOUT THE PHYSICAL ACTIVITY, SPORT AND HEALTH PSYCHOLOGY RESEARCH PROGRAM

This program focuses on physical activity in a variety of contexts, including sport, exercise, school-based physical education, health care, and daily life activities (e.g. transport). We examine the personal and environmental factors that influence physically active behaviour, and evaluate interventions designed to increase participation.

We also examine social factors that influence competitive sport environments and test interventions designed to enhance performance and facilitate more rewarding experiences for participants.

POSITION PURPOSE

The Research Program Operations Manager will provide high level operational support to the Research Theme Leader related to the central administrative management of the research theme, and overall strategic operations management for the research program. This position will provide strong leadership, operational management, financial management and work collaboratively with all project stakeholders, to develop and manage relationships with existing and potential collaborators and partners.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Provide operational leadership, support and management of administration and strategic initiatives to achieve the goals of the research theme. This includes implementing strategies, systems and procedures and providing recommendations for future improvement.	<ul style="list-style-type: none"> Collaborate Effectively Be Responsible and Accountable for Achieving Excellence Know ACU Work Processes and Systems 	✓		✓	✓
Build and develop strong working relationships with stakeholders internal and external to the research theme, IPPE and ACU to effectively manage research operations and stakeholder engagement.	<ul style="list-style-type: none"> Collaborate Effectively Communicate with Impact Make Informed Decisions 	✓		✓	✓
Effective financial management and planning of research theme funds and resources, including the preparation, forecasting, monitoring and reporting of research projects and operational costs against overall theme goals and external funding agreements.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems Be Responsible and Accountable for Achieving Excellence Make Informed Decisions 	✓			
Lead, and supervise staff to ensure participation and engagement in quality professional development and training to help them excel in their roles and deliver quality outcomes.	<ul style="list-style-type: none"> Collaborate Effectively Communicate with Impact Coach and Develop 	✓			
Work collaboratively with Marketing and External Relations to organise targeted promotional materials, activities and events.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems Be Responsible and Accountable for Achieving Excellence Make Informed Decisions 	✓		✓	✓

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Oversee research data management to ensure adequate risk management strategies are in place to meet policy obligations, ethical standards and guidelines.	<ul style="list-style-type: none"> • Know ACU Systems and Processes • Responsible and Accountable for Achieving Excellence • Make Informed Decisions 	✓			

Key Challenges and Problem Solving

- Implementing systems, strategies and procedures program wide to facilitate the successful management of multiple research projects simultaneously.
- Developing effective communication channels with multiple stakeholders both internal and externally.
- Maintaining a high level of efficiency and attention to detail across multiple projects, in a pressure and volume environment.
- Maintain an awareness and understanding of changes to legislation and regulations relevant to the research theme and its research programs.

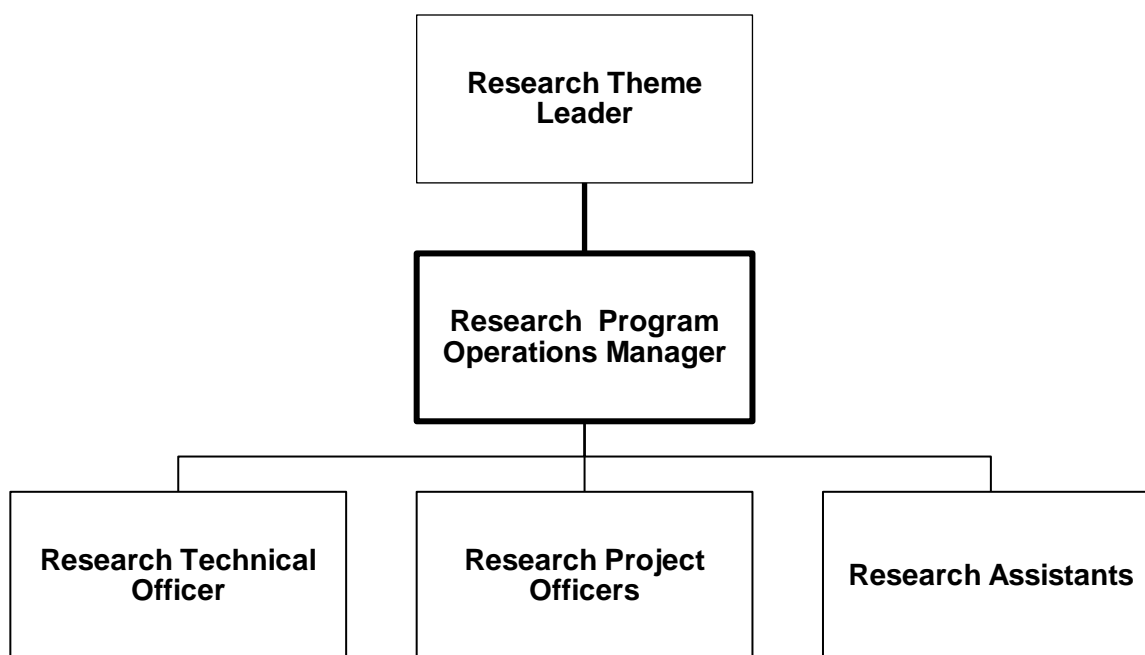
Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day operational administrative management of research programs within the research theme and provides expert advice and recommendations to lead Chief Investigators/Theme leaders.
- The position holder is expected to resolve complex issues and implement appropriate solutions that create mutually beneficial outcomes for all stakeholders.

Communication / Working Relationships

- The position holder liaises with internal and external stakeholders in order to effectively achieve engagement in research program activities and events.
- The position also leads a team to successfully manage multiple projects across the theme.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Completion of, or progress towards, a relevant postgraduate degree in business or management; or a combination of relevant experience and education and/or training.
2.	Demonstrated skills in operations management, including finance, HR, relationship management, for a research program or center.
3.	Demonstrated experience in managing budgets and resources for large research projects.

Core Competencies (as per the [Capability Development Framework](#))

4.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
5.	Demonstrated ability to work collaboratively with internal and external stakeholders in order to capitalise on all available expertise in pursuit of excellence.
6.	Demonstrated ability to communicate effectively and with impact to gain the support of others, develop positive working relationships and negotiate mutually beneficial outcomes for stakeholders and the organisation.
7.	Demonstrated ability to coach and develop staff through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement.
8.	Demonstrated ability to plan work activity, prioritise time and resources using established processes and technologies to achieve optimum efficiency and effectiveness.
9.	Ability to make informed, evidence-based decisions by sourcing and interpreting relevant legislation, regulations and business information.

Other attributes

10.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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