

POSITION DESCRIPTION

Position Title	Research Engagement Manager		
Organisational Unit	Vice President Portfolio		
Functional Unit	ACU Engagement		
Nominated Supervisor	Research Engagement Manager		
Higher Education Worker (HEW) Level	HEW 8	Campus/Location	St. Patrick's Campus (Melbourne) or MacKillop Campus (North Sydney)
CDF Achievement Level	2 Management (Middle)	Work Area Position Code	14143
Employment Type	Full-time, Continuing	Date reviewed	21 September 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
- Vice President
- Pro Vice Chancellor, Assisting the Vice Chancellor

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 ACU ENGAGEMENT

Community Engagement:

The Pro Vice-Chancellor (Engagement) is responsible for the development and implementation of ACU's Community Engagement Strategy that includes integration of community engagement into ACU's curriculum across all Faculties; contribution and expansion of community stakeholder relationships; and, broadening and deepening community engagement as a defining representation of the University's mission.

ACU Engagement collaborates with Identity and Mission, Faculties, Institutes and other operational units in order to achieve enhanced opportunities for our staff and students to experience community engagement that is both academically rich and exemplifies Catholic Social Principles.

ACU Engagement also works to provide opportunities for ACU staff, students, alumni and affiliates to make a contribution to their community that meets their skills, capabilities, and capacity; and to provide opportunities for our partner organisations to access the skills and resources of ACU to achieve goals that are consistent with the ACU Mission.

Research Engagement:

The Pro Vice-Chancellor (Engagement) is also responsible for the development and implementation of strategic frameworks that implement the measurement of research engagement and impact.

ACU Engagement undertakes the collection and reporting of Research Engagement and Impact data; and the development and implementation of policies and strategies to increase Research Engagement and Impact. ACU Engagement also works with Faculties and Institutes to encourage, facilitate and promote Research Engagement and Impact outcomes.

POSITION PURPOSE

The Research Engagement Manager will, in collaboration with the PVC Engagement and other staff within the University, ensure that University's ARC Engagement and Impact (EI) assessment processes are robust and deliver timely and comprehensive outputs. This position will oversee the development and maintenance of efficient administrative and communication systems/processes to collect, enter and analyse information about ACU's research engagement and impact; lead the preparation of the EI submissions, including drafting of case studies and other submission documents; make recommendations for changes in policy and practice to improve ACU's EI outcomes, and work with the PVC Engagement and key internal stakeholders to implement these changes.

Focusing on research academics, this position will build positive relationships at all levels of the organisation and where capacity exists will support senior managers in all aspects of ACU's research engagement and impact agenda. This position will also assist with the development and delivery of information/training to researchers and associated staff, and be proactive in identifying relevant external grant opportunities and leading their submissions.

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 high-level operational and strategic support to the Pro Vice-Chancellor (Engagement) on a range of research engagement projects, aimed at fulfilling ACU's reporting requirements to the ARC, EI etc.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Communicate with Impact • Collaborate Effectively 	✓	✓	✓	✓
Prepare, maintain, update and/or contribute as appropriate to strategic and planning documents designed to effectively oversee the ARC Engagement and Impact assessment (EI).	<ul style="list-style-type: none"> • Collaborate Effectively • Know ACU Work Processes and Systems 	✓	✓	✓	✓
Liaise and negotiate effectively and respond in writing and/or verbally to internal and external high-level stakeholders as required before, during and after the EI. This will include proactive communication in the form of regular workshops/teleconferences/other network collaborations as necessary.	<ul style="list-style-type: none"> • Adapt to and Lead Change • Collaborate Effectively • Deliver Stakeholder Centric Service 	✓	✓		
Develop and deliver education materials and training sessions for researchers and relevant professional staff.	<ul style="list-style-type: none"> • Adapt to and Lead Change • Collaborate Effectively • Know ACU Work Processes and Systems 	✓	✓	✓	✓
Undertake analysis and research in order to prepare high quality written research engagement proposals and opportunities for the ProVice-Chancellor (Engagement).	<ul style="list-style-type: none"> • Make Informed Decisions • Communicate with Impact • Deliver Stakeholder Centric Service 	✓			
Conduct research and analysis on academic disciplines and activities to inform research engagement and impact strategy and reporting - for example, assessing the research performance and demonstrated research impact of individual researchers or research teams.	<ul style="list-style-type: none"> • Make Informed Decisions • Communicate with Impact • Collaborate Effectively 	✓			

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
Support the Pro Vice-Chancellor (Engagement) in disseminating research outputs and findings of ACU researchers.	<ul style="list-style-type: none"> Communicate with Impact Collaborate Effectively 	✓			
Coordinate the collation and reporting of funded research (ARC/NHMRC/other grants) which has resulted in changes to policy and/or practice.	<ul style="list-style-type: none"> Communicate with Impact Collaborate Effectively Adapt to and Lead Change 	✓	✓	✓	✓
Exercise high level communication skills: liaison with community partners, project staff and key stakeholders (external and internal).	<ul style="list-style-type: none"> Communicate with Impact Collaborate Effectively Deliver Stakeholder Centric Service 	✓	✓	✓	✓
As part of the National Engagement team, support and contribute to the overall function of the unit, which will involve making links and meaningful working partnerships with community engagement strategies, events and activities.	<ul style="list-style-type: none"> Collaborate Effectively Deliver Stakeholder Centric Service Be Responsible and Accountable for Achieving Excellence 	✓	✓	✓	✓

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Lead the development of ACU's ARC EI submissions
- Ensure that all research engagement and impact reporting criteria are planned and accounted for and that relevant reports are completed and submitted.
- Develop positive relationships and effective communication practices with ACU academics and research teams to introduce new standards and expectations regarding research engagement and impact.
- Train and mentor academic staff in relation to research engagement principles and practices.
- Critically evaluate existing and potential research engagement projects within ACU and provide recommendations on their continuation, modification, or completion.
- As part of the ACU Engagement team, liaise with faculty and institute staff to ensure the inclusion of ACU staff and students in research engagement projects.

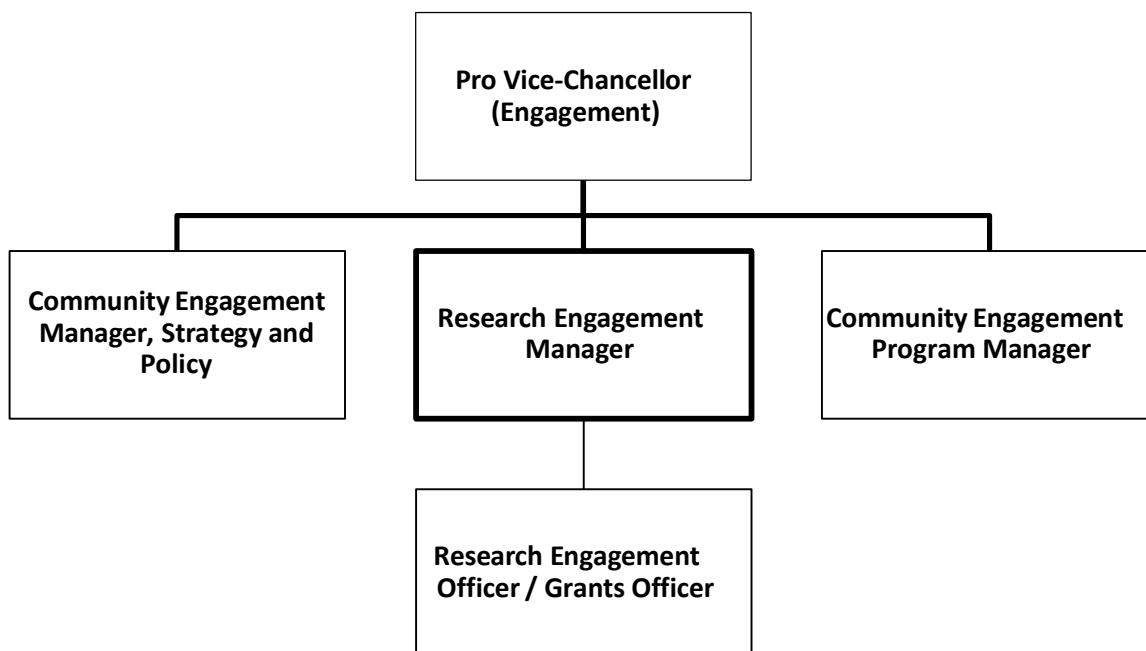
Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day collaboration with researchers and academic teams regarding the demonstration of research engagement and impact.
- The position holder will monitor and ensure research engagement is recorded and reported in accordance with ARC policies and protocols.

Communication / Working Relationships

- The position holder communicates internally with staff and also external research partners and is responsible for coordinating the production of ACU's research engagement and impact reports.
- The position holder liaises with both national and international research teams as well as relevant external organisations, including the ARC.

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 research postgraduate degree and extensive relevant experience, with an understanding of the assessment of research performance in the higher education sector.
2.	Outstanding ability in written expression and analysis and demonstrated experience in developing proposals and a range of professional reports with a high level of accuracy and attention to detail.
3.	Demonstrated ability to think strategically, exercise critical judgment and identify new ways to support business strategy.
4.	Strong interpersonal skills to communicate effectively with and influence a wide range of people at all levels both within and external to the organisation; resilience and the ability to handle pressure from senior staff.
5.	Demonstrated ability to work independently and within a team, using initiative, judgement and discretion to confidently make decisions and to meet business requirements, including an ability to work autonomously and to effectively identify areas of need or priority and balance them accordingly with immediate tasks.
6.	Communication, relationships management and high level interpersonal skills, including tact, diplomacy and political astuteness, including a proven ability to work collaboratively with a diverse range of stakeholders such as students, academic and professional staff, external organisations and community groups.
7.	High level of organisational and time management skills with the ability to coordinate diverse tasks within a specified timeframe in a high pressure environment.
8.	Proven ability to lead change and contribute ideas, demonstrating initiative and flexibility.

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

9.	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.
10.	Demonstrated commitment to delivery stakeholder centric services and keeping stakeholder interests at the core of business decisions to maintain service excellence. See the ACU Service Principles .

Other attributes

11.	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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Desirable

1.	Demonstrated experience in community engagement, action research, advocacy, or other community-based activities.
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