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| **Position Title:** | Deputy Manager, ANU College of Business and Economics (CBE) Research Services |
| **Classification:** | ANU Officer Grade 8 (Administration) |

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| **PURPOSE STATEMENT**  The Deputy Manager, Research Services, together with the Manager Finance & Research are the principal advisors to CBE’s senior management and academic staff on complex research management activities, providing high level advice, guidance and support in the design, development, and implementation of research management practices. The Deputy Manager plays a key role in research management planning and the resolution of complex research management matters, leading a small team of Research Services professionals to deliver high quality and robust research services that supports CBE’s strategic goals. This in turn supports those of the University’s.  **KEY ACCOUNTABILITY AREAS**  **Position Dimension & Relationships:**  Reporting to the Manager Finance & Research, the Deputy Manager leads a team of Research Services professionals, mentoring and supporting staff to achieve excellence. The Deputy Manager works in close collaboration with senior management and academic staff to provide strategic advice and support on complex research management matters, building strong working relationships with internal and external stakeholders. The Deputy Manager is responsible for efficient grant application and submission processes, the implementation of business processes and research development plans in the unit, and the facilitation of research development activities across the area and in collaboration with other administrative areas. The Deputy Manager represents CBE in University-wide initiatives and is accountable for the accuracy and integrity of research data in the unit.  **Role Statement:**  Under broad direction, the Deputy Manager, Research Services will:   1. Provide effective leadership, management, supervision and direction to the Research Services team, ensuring that workloads are managed efficiently and all objectives and deadlines are met. Supporting staff’s career development through coaching and mentoring. 2. Provide high level support in the development of strategies in accordance with the University’s research objectives, coordinate the implementation plan, ensuring relevant consultations with stakeholders 3. Proactively identify training gaps across relevant staff groups in accordance with University’s strategic plans. Manage training programs, seminars and workshops for both academic and professional staff. Provide training and guidance on funding options, reporting principles, grant and funding applications. 4. Provide strategic advice to staff (including risk assessment and mitigation strategies), facilitate productive partnerships, undertake liaison with external agencies and industry partner, prepare, negotiate, and review complex research contracts with external bodies and subcontractors. 5. Ensure that Research Services operations are conducted in line with all relevant ANU research policies, procedures and guidelines, and that effective audit material is maintained. Develop, implement and monitor the application of protocols to ensure data integrity and accuracy, coordinating the timely resolution of data integrity issues. 6. Promote a culture that supports proactive monitoring and reporting on the University’s compliance with legislation, government reporting requirements and external funding contracts. Develop and evaluate business processes and procedural arrangements to improve outcomes. 7. Implement University initiatives, managing local area implementation, if applicable, and participate in a range of activities, workgroups and networks across campus, as required. 8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity. 9. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling. |

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| **SELECTION CRITERIA**   1. Progress towards relevant postgraduate qualifications and demonstrated experience in research management in a complex organisation, or an equivalent combination of relevant experience and qualifications/training. Demonstrated experience in managing grant application/ external funding, risk and project management will be highly regarded. 2. Demonstrated knowledge of contemporary research management practices and proven analytical, problem-solving and decision-making skills, including experience analysing data from multiple sources and making recommendations to inform strategic plans. 3. Demonstrated high level advice and planning skills to support senior management and experience developing and implementing policies, procedures and strategic plans to improve outcomes. 4. Demonstrated supervisory experience in a culturally diverse environment, with an ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives in a timely manner and on budget. 5. Demonstrated high level of customer service, interpersonal and consultation skills with demonstrated effective written and verbal communication skills and experience managing complex stakeholder relationships. This includes the development of comprehensive written documentation and reports. 6. Demonstrated computer skills with experience using online data management systems and proficiency using the MsOffice suite. Advanced skills in Excel will be highly regarded. 7. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context. |
| **References:** [Professional Staff Classification Descriptors](http://hr.anu.edu.au/employment-at-anu/enterprise-agreement/2013-2016/schedule-5-professional-staff-classification-descriptiors) |