



## Position Description

<b>College/Division:</b>	Research and Innovation
<b>Department/Unit:</b>	Research Services Division
<b>Position Title:</b>	Associate Director – Research Operations
<b>Classification:</b>	Senior Manager Level 3
<b>Position No:</b>	
<b>Responsible to:</b>	Director, Research Services Division
<b>Number of positions that report to this role:</b>	3
<b>Delegation(s) Assigned:</b>	Associate Director

### PURPOSE STATEMENT

The Research and Innovation Portfolio (the Portfolio) is responsible for the University's delivery of high quality research outcomes and impact through industry and business engagement and strategic partnerships with Australian and international agencies, alliances and external partners that will enhance the University's strategic goals. The Portfolio is led by the Deputy Vice Chancellor for Research and Innovation (DVC-RI.)

The Research Services Division is part of the Portfolio and is responsible for high quality services and advice at both an operational and strategic level in supporting the University's research endeavours. In collaboration with College staff and other Portfolio staff the Division provides leadership in the operations and management of research and innovation services in support of the University's strategic goals.

The , Associate Director - Research Operations, will lead the teams responsible for providing comprehensive and expert research contract management, research ethics and research funding and development services to support delivery of research services at the University and the achievement of the University's strategic goals.

### KEY ACCOUNTABILITY AREAS

#### Position Dimension & Relationships:

The Associate Director – Operations will directly lead staff responsible for delivery of services relating to research contracts, research and grants funding and administration and ethics support within the Division. The Associate Director – Research Operations plays a significant role in the management of research funding compliance, ensuring the University meets its research funding obligations and providing senior support and advice for the University Ethics Committees.

The Associate Director – Operations and will work closely and in partnership with Colleges, Research Schools and Service Divisions and develop and maintain relationships with a variety of stakeholders across the University including staff, students and visitors. The position will also develop and manage external relationships with key external agencies, peak bodies and suppliers.

#### Role Statement:

Under the broad direction, the Associate Director - Research Operations will:

- Lead the delivery of research contract management, research ethics and research funding within the Research Services Division including but not limited to:
  - Research funding compliance (funding agencies, Defence Trade Controls Act);
  - Costing and pricing – advice to researchers and Colleges;
  - Management of external relationships (ARC, NHMRC, major funders);
  - Coordinated recruitment, induction and development for research services staff University wide;
- Provide strategic advice and analysis to the University Executive, Director, Research Services Division and Senior University Researchers on grant management, research funding and resource allocation issues, and research ethics matters, including areas of exposure, risk analysis and risk management.
- Lead the development and implementation of university-wide consistent protocols, guidelines and instructions to assist applicants in formulating highly competitive research applications and formulate strategies to facilitate a whole-of-university approach to secure funding for major interdisciplinary research initiatives and bids.

4. Lead the development and implementation of a framework to ensure that professional and research staff across the University are provided with appropriate induction, training and professional development in obtaining and managing external funding, animal ethics, human research ethics, biosafety in research, and research integrity.
5. Lead the Research ethics team and provide support and guidance for approval and review processes of the University Ethics Committees, including the Human Research Ethics Committee, Animal Experimentation Ethics Committee and Institutional Biosafety Committee, to ensure they are appropriate, effectively administered and consistent with national standards
6. Manage and monitor University compliance with all internal and external reporting requirements relating to research funding and ethics including relevant national guidelines, Commonwealth and State statutes and any relevant international requirements.
7. Establish close working relationships across ANU and implement effective engagement strategies to raise awareness and support the delivery of high quality and effective research services across the University.
8. Promote and represent the ANU, contributing to and coordinating internal and external stakeholder management and engagement in relation to research contracts, research grants and funding and research ethics.
9. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
10. Perform other duties as requested, consistent with the classification of the level of the position and in line with the principle of multi-skilling.

## SELECTION CRITERIA

1. Post Graduate qualifications and demonstrated relevant extensive experience in a complex environment, preferably in research management within the higher education sector or an equivalent combination of extensive relevant experience and education/training.
2. Demonstrated high level of achievement at a senior level in a large organisation. Specific experience in advising on policy issues and challenges in research development practices within the higher education sector, with the capacity to apply best practice and innovative strategies within the area of functional responsibility will be highly regarded.
3. Proven strategic management capabilities to support and provide advice to senior management with experience developing and implementing policies, procedures and innovative strategic plans to improve outcomes.
4. Demonstrated knowledge and understanding of human research ethics and governance regulatory framework and other National, State and Local policies/guidelines affecting the approval of research projects.
5. Excellent interpersonal skills and liaison skills with demonstrated ability to build and maintain relationships with a wide range of internal and external stakeholders. This will include an ability to negotiate, present, persuade and influence diverse audiences and exercise initiative, tact and discretion in dealing with highly sensitive and confidential matters.
6. Demonstrated leadership and people management skills in a culturally diverse environment, with a proven ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives, on budget and in a timely manner.
7. Demonstrated sophisticated analytical, problem-solving and decision-making skills, high level communication skills (written and oral) and the ability to resolve difficult situations.
8. A demonstrated high level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application a university context

<b>Delegate Signature:</b>		<b>Date:</b>	December 2017
Printed Name:		<b>Uni ID:</b>	

## References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)