



## POSITION DESCRIPTION

Melbourne Graduate School of Education

### Manager, Research & Industry

<b>POSITION NO</b>	0033741
<b>CLASSIFICATION</b>	PSC 9
<b>SALARY</b>	\$115,726 - \$120,404 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time (1.0 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing position
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Tim Brabazon Tel +61 3 8344 6916 Email <a href="mailto:brabazon@unimelb.edu.au">brabazon@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Manager, Research & Industry leads the Melbourne Education Research Institute (MERI) in the delivery of high quality support for MGSE academic staff, and through collaboration with the Director of MERI, the implementation of research-focused strategic priorities as key enablers of MGSE's Strategic Plan 2016-2020. The role includes a particular focus on enabling research partnerships and the integration of MGSE research activities with University research strategies and initiatives.

Key areas of activity include: supporting the development and submission of competitive research grants (Category 1); enabling the growth of MGSE's industry-focused research activities (Category 2-4); and coordinating the assessment of graduate research candidature and scholarship applications, in close partnership with colleagues from University Services' Research, Innovation and Commercialisation, Admissions, Academic Services and Scholarship and Bursaries teams. The MERI team is also responsible for the administration of MGSE's graduate research cohort candidature management, publications collection activities, and local human ethics reviews and approvals.

The role works in collaboration with the Executive Director to ensure the delivery of high quality research focused services to MGSE staff through the University's shared services Melbourne Operating Model, including the effective delivery of MGSE's research performance reporting function.

The role leads a highly effective team, and works closely with academic leaders in research and research training (e.g. Director of MERI, Associate Dean - Research, the Associate Dean - Research Training and the Chair of the MGSE Human Ethics Advisory Group); the MGSE Business Development Director and Senior Business Development Manager, and also with research administrators across MGSE.

### ***1. Key Responsibilities***

- ▶ Work directly with Graduate School leaders to ensure the development and delivery of high quality research and research training support and advice that reflects the Graduate School's strategic priorities, particularly initiatives that focus on research collaborations
- ▶ Design, develop, and evaluate research focussed initiatives in support of the Graduate School's Strategic Plan, consistent with the university's Growing Esteem strategy, and the Research@Melbourne Strategy
- ▶ Work collaboratively with colleagues in University Services to ensure high quality research-focussed service provision to MGSE staff in a shared services environment
- ▶ In partnership with University Services, delivery highly effective local RHD candidate support functions, and support for RHD Supervisors
- ▶ The ongoing development, refinement, and analysis/reporting of the Graduate School's research performance, including supporting local supervisors with staff capability development, including the establishment of new research partnerships, particularly industry and internationally focussed partnerships
- ▶ Advising and supporting local supervisors with staff research performance measures, helping to sustain a high performance, research-focussed culture
- ▶ Support academic staff with initiatives and resources that enable a strong pipeline of high-achieving academic staff with a clear and documents research agenda, tied to a schedule of promotion and scholarly achievement
- ▶ Contribute to Graduate School budget processes

- ▶ Contribute to the development and implementation of the university's research agenda, ensuring relevance to the research priorities of the Graduate School
- ▶ Contribute to the Occupational Health Safety and Environment (OHSE) function of the Graduate School

## ***2. Selection Criteria***

### **1.1 ESSENTIAL**

- ▶ Tertiary qualifications in a relevant discipline, with at least 5 years' experience in a research management role.
- ▶ Demonstrated experience of developing and implementing research focused strategies aligned to the achievement of business objectives, particularly in the context of organisational wide growth.
- ▶ Proven ability to develop and maintain trusted adviser relationships with colleagues and partners, including external partners.
- ▶ High level negotiation and influencing skills and the demonstrated ability to work effectively as a senior member of a management team.
- ▶ Excellent organisational and time management skills and demonstrated ability to manage and respond to changing priorities and deadlines,
- ▶ Ability to conceptualise, plan, lead and manage research focussed projects, such as process improvement reviews.
- ▶ Thorough knowledge of research management and research training trends and contemporary approaches to innovation service delivery, including practices to drive business performance, and to support innovation/continuous improvement.
- ▶ Highly developed communication and interpersonal skills, demonstrated through written documentation, reporting and oral presentations, with the ability to interact both discretely and effectively with a diverse range of people.
- ▶ Proven leadership and teamwork skills and the ability to build collaboration and cooperation in a changing environment.
- ▶ Experience in working in large complex organisations.

### **1.2 DESIRABLE**

- ▶ Experience in interpreting, applying, and developing Research Training policy and an awareness of the University of Melbourne's student enterprise systems such as CiA (Admissions), and StudentOne.

## ***3. Job Complexity, Skills, Knowledge***

### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The incumbent will work with a considerable degree of autonomy and demonstrate significant innovation, initiative and judgment, liaising at a high level as appropriate.

### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The Manager, Research & Industry will be responsible for exercising independent judgment and will be required to demonstrate high-level leadership skills, and sound judgment in the

solving of strategic, policy, operational and staff-related issues and matters. The incumbent is required to support senior staff, including the Dean, Executive Director, Director, MERI and members of MGSE Executive, in the development of MGSE's research focused strategies, and support the delivery of MGSE's research agenda.

### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The Manager will have experience in the development, delivery and evaluation of research-focused strategic initiatives, ensuring alignment with Divisional plans and consistent with University research, innovation and commercialisation strategies.

The occupant will be required to accurately interpret and apply a range of research funding scheme and research training guidelines and related policies (both University and external) and will be required to have an in-depth knowledge of the competitive and industry funded research processes, as well as best-practice approaches to pricing, legal agreements, intellectual property, publications, human ethics, and graduate research management and scholarships.

### **3.4 RESOURCE MANAGEMENT**

The Manager will be responsible for supervising, developing and supporting a team of research administrators, including RHD Administrators, grants and contracts support staff, as well as staff working in publications and human ethics.

The Manager is responsible for providing advice on the MERI budget and ensuring the effective implementation of MGSE's research pricing strategy and overheads waiver policy.

### **3.5 BREADTH OF THE POSITION**

The position covers a broad range of high level duties and responsibilities related to the provision of a comprehensive program of research activities for the Graduate School. The incumbent is expected to liaise with staff at all levels across the University on research-related matters, and work collaboratively with colleagues in the Research, Innovation and Commercialisation and the Admissions, Academic Services and Scholarships and Bursaries teams of University Services, as well as Chancellery Research.

## ***4. Equal Opportunity, Diversity and Inclusion***

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

## 5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## 6. Other Information

### 6.1 ORGANISATION UNIT

Melbourne Graduate School of Education

### 6.2 BUDGET DIVISION

*Our Vision:*

A society in which education enables full and equitable participation.

*Our Mission*

Through effective collaborations, we will deliver:

- ▶ relevant, high quality, high impact research
- ▶ research-informed, clinical teacher education that develops graduates with the capacity to inspire and improve individual learning outcomes
- ▶ outstanding quality postgraduate studies for professionals.

The Melbourne Graduate School of Education (MGSE) is Australia's number 1 and among the world's finest for Education (QS World Rankings by Subject).

MGSE is a hub of high impact research and teaching. Home to a number of internationally recognised experts, we are at the cutting edge of teaching and research in our field.

Part of the University of Melbourne's Parkville campus, we are based at 234 Queensberry Street and 100 Leicester Street. Our buildings are designed specifically for graduate education students, offering a range of contemporary learning and social spaces.

Our flagship Master of Teaching is based on a clinical approach to teaching, and is a significant shift away from traditional approaches to teacher education. We also offer a range of professional development and higher degree research courses for people working in education and related professions. A large number of significant research projects are based here, and we work closely with local, national and international partners on a wide range of projects across education and related disciplines.

For more information about us, visit: [education.unimelb.edu.au](http://education.unimelb.edu.au)

### 6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international

rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

#### 6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement.

<http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>

.