



POSITION DESCRIPTION

Chancellery
Chancellery (Research)

Associate Director Major Research Investment

POSITION NO	0041220
CLASSIFICATION	PCS 10B
SALARY	\$152,302 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Kate Taylor Tel +61 3 9035 5444 Email kate.taylor@unimelb.edu.au <i>Please do not send your application to this contact</i>

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Position Summary

The Associate Director (AD) Major Research Investment supports the Deputy Vice-Chancellor Research (DVC(R)) with the incubation and development of key research major initiatives and or whole-of-University projects with a research interface.

The AD brings a detailed knowledge of research management/operations and business acumen to bear on complex University-wide or cross-Faculty strategic projects and initiatives, ensuring effective and sustainable outcomes for the University. The type and scope of these initiatives necessarily vary over time, but will involve close collaboration with senior leaders across, and often outside, the University.

The AD will oversee the strategic investment budget of the DVC(R) to ensure strategic alignment and return on investment, good fiscal management and effective communication with relevant stakeholders. The AD will support the DVC(R) through the application of due diligence to investment decisions, whilst also ensuring appropriate documentation and monitoring of deliverables and reporting obligations.

The AD provides leadership in the coordination and maturation of key research initiatives in line with the Melbourne Operating Model within the Chancellery Division and in alignment with Growing Esteem. In some instances this will include facilitating hand over to University Services and /or Academic Divisions once the initiative has been established/approved. The incumbent will be an effective problem solver and negotiator, tactful communicator and adept at working in a complex environment.

The AD reports to the Director Research Strategy in Chancellery (Research), and is a senior member of the Chancellery (Research) team. The AD works collaboratively with other senior leaders in Chancellery, including the Policy and Projects group, as well as Academic Divisions and University Services.

1. Key Responsibilities

- ▶ In collaboration with the DVC (Research) and other research executives, provide high level support and advice on University research initiatives and priorities to internal and external stakeholders.
- ▶ Under the broad guidance of the Director, Research Strategy, and as part of the Chancellery Research Strategy Team, work collaboratively on University-wide research strategy in line with Research@Melbourne
- ▶ Ensure excellent ongoing communication and collaboration across Chancellery Research, and the broader Chancellery Division (including Policy and Projects, Provost and Administration and Finance) to maximise efficiency and effectiveness in pursuing strategic opportunities in line with Growing Esteem;
 - This includes keeping abreast of existing research investments and major projects across the University and broader Melbourne Biomedical Precinct in order to identify and leverage synergistic opportunities;
- ▶ Provide coordinative leadership to complex whole-of-university or cross-faculty research initiatives or major projects with a research interface. Such initiatives will necessarily vary over time, but current examples might include Western Edge Biosciences, MSE 2025, STEM-M Stimulus Fund.
 - This may include coordinating the expertise and resources within University Services, Academic Divisions and Chancellery; overseeing the development of

business cases and submissions; and preparing regular reporting and advice to University Executive, Chancellery Executive and Council;

- ▶ Proactively support the incubation of initiatives and coordination of advice on major University strategic research initiatives and projects, in particular in relation to the R@M strategy and its component parts, in close consultation and collaboration with the DVC(R), PVCs, Director Research Strategy, VP P+P, the Chancellery Policy and Projects team and Administration and Finance. Close collaboration with University Services, in particular RIC and Project Services also expected.
 - The incumbent works to ensure effective coordination of activity and communication across Chancellery, Academic Divisions and University Services on the development of these research initiatives; including the qualification of clear proposals for approval (and reporting) through relevant University decision-making bodies. This may include due diligence (financial or reputational), design of governance and other operational requirements / processes for transition of approved initiatives into 'business-as-usual' under the Melbourne Operating Model, for example clarification of roles, responsibilities and deliverables.
- ▶ Oversees the management of the DVC(R)'s strategic budget (including Trusts) in collaboration with Chancellery Administration and Finance, ensuring appropriate due diligence on investments, and appropriate documentation and monitoring of key deliverables and accountabilities.
- ▶ This includes return on investment analyses where appropriate, planning for future years, reporting and process improvement, and the identification of both opportunistic and strategic investment of funds within the Melbourne Operating Model, working closely with the Chancellery Administration and Finance team. This also includes oversight of policy and process associated with major research infrastructure investments in conjunction with key staff in Chancellery Research and University Services, and support for the coordination of the STEM-M Stimulus Fund in conjunction with the Provost's portfolio.
- ▶ This includes supporting the DVC(R) and PVCs in consideration of proposed and existing University research centres and institutes, in collaboration with Academic Divisions, RIC and the University Secretary.
- ▶ Works collaboratively with Academic Divisions and University Services in developing strategies and policies that further the University's research ambitions;
- ▶ Other tasks as directed; and
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5 or 6.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Postgraduate qualifications, preferably in science, engineering or business administration, with extensive relevant experience; or an equivalent combination of relevant experience and/or education/training
- ▶ Proven extensive experience over a substantive period relating to research management and/or operations within Higher Education, Government or Industry, including with complex governance issues;
- ▶ Demonstrated track record in successfully planning and executing on research based programs and projects, including (for example) the development of business cases, options papers, board papers, and so on;

- ▶ Demonstrated capacity to exercise sound judgment, diplomacy, tact and discretion and proven ability to handle sensitive information in a confidential and appropriate manner;
- ▶ High level conceptual, analytical and problem solving skills with extensive experience in providing advice at a senior level, and in successfully negotiating with internal and external stakeholders on complex matters;
- ▶ Demonstrated versatility, flexibility, and a high level of self motivation and initiative to recommend, develop and implement innovative solutions, and a capacity to work effectively as a team member and individually as required;
- ▶ Comprehensive understanding and experience with application of relevant legislative, policy and funding issues affecting the research sector in Australia, with particular expertise in the breadth of issues within scope of the National Innovation and Science Agenda (NISA);
- ▶ Experience in leading, influencing, and coordinating others in a complex operating environment;

2.2 DESIRABLE

- ▶ An appreciation of the University's research priorities and disciplinary strengths;

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent takes broad direction from Chancellery (Research) executive and under delegated responsibility, is expected to apply high level of judgement in making independent decisions across a range of University matters.

This includes engaging effectively with a full range of internal stakeholders, including members of University Executive, across Chancellery, Academic Divisions and University Services, and with external stakeholders from government, business and collaborating research organisations.

The incumbent is expected to work collaboratively with a range of colleagues in Chancellery and University Services and must demonstrate nuanced influencing skills to be effective. The role may include line management of a small number of staff within the Chancellery Research team.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent must be able to quickly grasp complex issues, apply critical analysis, and through influence, facilitate, develop and implement solutions. He or she must exercise independence and mature judgment, frequently balancing competing priorities at work with high levels of integrity. This includes an ability to exercise independent judgment in context of strategic needs of the University.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent must have extensive research management and research policy experience. Detailed knowledge of the University's operating model and its research strategies is expected. The position is required to monitor the external environment and

be well-versed in the University's broad research capability and capacity in order to provide high level advice to the DVC(R) in relation to strategic investments.

3.4 RESOURCE MANAGEMENT

The incumbent provides oversight to the DVC(R)'s Chancellery Strategic Fund (\$60M p.a.), the DVC(R)'s Capital Research Initiatives Fund (~\$4M p.a.) and the University's STEM-M Stimulus Fund (\$20M p.a.). This necessitates working closely with the Chancellery Research team.

The position is expected to bring together resources from Chancellery, Academic Divisions and/or University Services to deliver on projects/programs through indirect management of staff.

3.5 BREADTH OF THE POSITION

The incumbent works across a broad range of staff including executives within Chancellery, University Services and Academic Divisions. The position has organisational wide impact in key areas of research strategy, particularly those areas shaped by strategic investments. . The incumbent provides leadership and demonstrated professional expertise across a number of key areas, including research infrastructure, major capital projects, business continuity and risk management, specialised procurement and organisational governance.

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 deserve 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 CHANCELLERY

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

6.2 CHANCELLERY (RESEARCH)

The Chancellery (Research) portfolio works across a number of different areas including:

- ▶ Research and research training strategy.
- ▶ Research partnerships and collaborations, including industry, government, research organisations and institutes – both domestically and internationally.
- ▶ Research infrastructure, including cross-Faculty, whole-of-University and interdisciplinary research initiatives, including implementation of key R@M initiatives.
- ▶ Research performance and impact, including research metrics, research rankings and government-sponsored exercises like Excellence in Research for Australia (ERA).
- ▶ Research systems strategy (how our enterprise systems support the business of research)
- ▶ Research ethics and integrity, including consideration of research misconduct;
- ▶ Enterprise, including enabling researchers to have more impact beyond Academia and with industry; and
- ▶ Research capability – including graduate research.

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>