



## POSITION DESCRIPTION

**Research and Industry**  
Faculty of Business and Economics

### Manager, Research and Industry

<b>POSITION NO</b>	0033730
<b>CLASSIFICATION</b>	PSC 9
<b>SALARY</b>	\$111,812 - \$116,332 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time
<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>	Please do not apply via the University website. The University has engaged The Insight Group, Executive Search Consultants, to assist in this recruitment. Please email your application including Cover letter, CV and a document addressing the selection criteria to: <a href="mailto:applications@insightgroup.com.au">applications@insightgroup.com.au</a>
<b>CONTACT FOR ENQUIRIES ONLY</b>	Dr Rohan Carr, Director or Ms Emily Witt, Principal The Insight Group Tel +61 3 9654 3288 Email <a href="mailto:rohancarr@insightgroup.com.au">rohancarr@insightgroup.com.au</a> or <a href="mailto:emilywitts@insightgroup.com.au">emilywitts@insightgroup.com.au</a>

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[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Manager, Research & Industry reports to the Executive Director and works closely with the Associate Dean (Research) and senior academic leaders on a number of initiatives and projects relevant to this role. The position briefs the Executive Director and senior academic leaders on all matters relevant to the portfolio, and provides specialist advice.

The Manager, Research & Industry provides key input into the Faculty's Research & Industry strategic and operational plans in collaboration with the Deans, Associate Dean (Research) and Faculty Executive. The incumbent initiates, develops and supports the implementation of strategies to enhance research and research training within the Faculty, including support for cross-faculty and multidisciplinary funding proposals. The position provides advice on broader issues of research in the business sector, government and higher education sector and more specifically with the University and Faculty.

The role also develops, maintains and remediates where necessary, effective working relationships with University Services to ensure high quality and timely service delivery in the areas of Research, Industry and Commercialisation.

The position is responsible for the leadership, professional development and management of a team of 4 continuing staff members; is a member of the Faculty Operational Management Team (OMT) and a member of the University Research Managers group.

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

### **1.1 PLANNING, STRATEGY, REPORTING AND ADVICE**

- ▶ Support the Dean, Faculty Executive Director and Associate Dean (Research) in carrying forward the key strategic priorities in the Research Development portfolio.
- ▶ Accountable for reporting on Faculty-level research performance (eg research income, publications and citations) including benchmarking and competitor analysis.
- ▶ Provide high-level expert advice to members of Faculty Executive, Centre Directors and Research Coordinators in Departments.
- ▶ Management of pre and post award grant and contract administration and advice in collaboration with the Faculty's finance team and University Services.
- ▶ Management of research ethics and annual publications collection in collaboration with University Services and relevant Faculty Research Committees.
- ▶ Work collaboratively with the Business Development Director and Associate Dean (Research) to facilitate and support the development of strategic research partnerships and collaborations in support of category 2-4 research income.
- ▶ Monitor performance across all areas of the research portfolio through analytics, reporting, and performance metrics and tracking.

### **1.2 RESEARCH MANAGEMENT & LEADERSHIP**

- ▶ Provide strategic leadership on research priorities, objectives and delivery (including funding allocations, minimum standards and academic research staff).
- ▶ Working collaboratively with University Services, lead and manage research academic support including overseeing the Faculty's internal grants scheme.

- ▶ Effectively motivate, coach and manage staff to achieve goals, Provide clear performance expectations, regular feedback and document performance outcomes, ensuring poor performance is addressed and high performance nurtured and rewarded.
- ▶ Accountable for leadership and professional development of staff and contribution to business planning and budget management.
- ▶ Deliver high quality services in collaboration with University Services, and where necessary ensure the effective resolution of service issues as they arise.
- ▶ Represent and actively contribute to the Research Managers Group at the University and other Faculty/University committees and working groups as appropriate.
- ▶ Oversee the administrative support provided to the relevant Faculty Research Committees.
- ▶ Oversee compliance and quality assurance management, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.

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

### **2.1 ESSENTIAL**

- ▶ A relevant postgraduate qualification with extensive relevant experience in a similar research management position; or an equivalent combination of relevant experience and/or education/training.
- ▶ A solid understanding of a research and graduate research environment.
- ▶ Proven management skills and demonstrated leadership with the ability to motivate and lead staff.
- ▶ Demonstrated ability to develop and implement strategic and operational plans, and to provide high level advice to a range of clients.
- ▶ Excellent organisational skills, including the ability to establish professional service delivery standards and promote a service orientation.
- ▶ Excellent communication and interpersonal skills including the ability to foster collaboration across diverse organisations including the business sector.
- ▶ High level analytical and problem solving skills with the ability to deliver creative solutions
- ▶ Demonstrated ability to establish and implement new policies, procedures and initiatives and to maintain a cycle of continuous improvement.

### **2.2 DESIRABLE**

- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite, particularly in the use of spread sheets and databases.
- ▶ A strong understanding of University culture, administration and processes and the operation of Faculties and Departments, particularly in relation to the research management function.
- ▶ A good knowledge of grant funding schemes relevant to the Faculty's research.

### ***3. A strong understanding of government policies relating to the researchJob Complexity, Skills, Knowledge***

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

The Manager, Research & Industry works under broad direction from the Faculty Executive Director, and is expected to exercise a high level of independence and flexibility. The incumbent will routinely make independent decisions in response to a variety of sensitive and important matters. The incumbent is responsible for providing supervision and direction to the staff of the Unit.

This role operates with a high level of autonomy and independence and provides advice to research staff on University policies and procedures in relation to research contract and administration, liaising with relevant Units in the Faculty in the development of budget and competitive neutrality requirements.

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

A high degree of professional judgement is required with the essential ability to exercise well developed analytical, investigative and reporting skills to achieve agreed objectives. The incumbent is expected to analyse problems and recommend solutions, which may require the development and introduction of new Faculty policies and procedures, as well as the development of new computerised systems, as part of a continuous review to improve processes. The incumbent works within the broad framework of University and Faculty policy and is expected to resolve problems and provide creative solutions relating to the day-to-day running of the activities for which he/she is responsible.

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

A comprehensive knowledge of the University's academic and administrative policies, including course regulations and statutes, and familiarity with the International Admissions and International Market Development Units is required to ensure that key responsibilities are executed. A broad knowledge of the Research Training Scheme, and graduate research policies is essential. The level of expertise across the range of activities requires the incumbent to have relevant experience.

#### **3.4 RESOURCE MANAGEMENT**

The incumbent will be required to develop, manage and report on the Faculty's Research, Research Training, Research Scholarship and Research Database budgets. They are also responsible for managing the Faculty's research to ensure cost effective delivery of quality, client based services.

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

The incumbent will communicate and manage relationships with a wide range of clients internal to the Faculty but also including industry, prospective and enrolled students and University central administrative staff. The position requires the incumbent to work with a broad range of issues relevant to the management of a Unit as well as the provision of research and research training support to Departments within the Faculty

## ***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 BUDGET DIVISION**

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

#### **Organisational Structure**

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

Accounting  
Business Administration  
Economics  
Finance  
Management and Marketing  
Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres:

Academic Support Office  
Student Employability and Enrichment  
Research and Industry  
The Williams Centre for Learning Advancement

The Faculty is supported by the following Professional Services Units:

Finance  
Human Resources (including OHS)  
Marketing and Communications  
Service Level and Facilities Management  
Quality Office

### **Our Programs**

There are around 7,500 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

### **Our Graduates**

Since the Faculty was established it has produced over 48,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at [www.fbe.unimelb.edu.au](http://www.fbe.unimelb.edu.au).

## **6.2 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>.

### 6.3 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.

#### 6.4 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>