



POSITION DESCRIPTION

Research Office
Faculty of VCA & MCM

Manager, Research & Industry

POSITION NO	0033744
CLASSIFICATION	PSC 9
SALARY	\$115,726 - \$120,404 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Jane Richards Tel +61 3 9035 9317 Email j.richards@unimelb.edu.au <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

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 and industry strategic and operational plans in collaboration with the Dean, 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 four continuing staff members, plus casual staff during peak periods; is a member of the Faculty's management team and a member of the University's research managers group.

1. Selection Criteria

1.1 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 culture of continuous improvement and service excellence.
- ▶ 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.

1.2 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 academic disciplines, particularly in relation to the research management function.
- ▶ Knowledge and experience in the creative arts sector.
- ▶ A good knowledge of grant writing and funding schemes relevant to the Faculty's research in the creative arts.
- ▶ A strong understanding of government policies relating to the research.

2. *Special Requirements*

- ▶ A flexible approach to working hours is necessary, as some events are held outside normal office hours.
- ▶ Operational requirements in the Faculty to meet deadlines may influence approval of annual leave.

3. *Key Responsibilities*

3.1 PLANNING, STRATEGY, REPORTING AND ADVICE

- ▶ Support the Dean, Faculty Executive Director and Associate Dean (Research) in carrying forward the key strategic research and research training priorities.
- ▶ 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 the Faculty Executive, Centre Directors and other staff.
- ▶ 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, Associate Dean (Research) and relevant Faculty Research Committees.
- ▶ Work collaboratively with the Faculty Business Development Manager 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.

3.2 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, and 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.

4. Job Complexity, Skills, Knowledge

4.1 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 research office staff.

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 areas in the Faculty in the development of budget and competitive neutrality requirements.

4.2 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.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

A comprehensive knowledge of the University's academic and administrative policies, including course regulations and statutes. 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.

4.4 RESOURCE MANAGEMENT

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

4.5 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 the research office as well as the provision of research and research training support to academic staff within the Faculty.

5. 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.

6. 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.

7. Other Information

7.1 FACULTY OF VCA AND MCM

Further information on the Faculty of VCA and MCM can be found at

<http://vca-mcm.unimelb.edu.au>

7.2 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>.

7.3 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.

7.4 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/unisec/governance.html>.