Position Title:	Research Development Adviser
Position Classification:	Level 9
Position Number:	315205, 315206, 315207, 315208, 314459
Faculty/Office:	Office of the Deputy Vice-Chancellor (Research)
School/Division:	Office of Research Enterprise (ORE)
Centre/Section:	ABLE, EMS, HMS, Science
Supervisor Title:	Manager, Research Development
Supervisor Position Number:	315204

Your work area

The Office of Research Enterprise provides professional and expert support services to facilitate research excellence and knowledge transfer at the University. It is also at the forefront in executing the University's research strategy. The Research Development and Innovation group (RDI) sits within the Office and functions to promote and develop the University's research performance and profile by actively:

- identifying research funding opportunities and supporting applications for funding, prizes and awards;
- seeking opportunities for engaging with industry, the community and other University stakeholders; and
- demonstrating research impact in its broadest sense.

The Research Development Adviser is an essential and integral member of the RDI group focused on executing the University's research strategies and providing expert and professional support to promote and improve research.

Reporting Structure

Reports to: Manager, Research Development, Office of Research Enterprise

Direct Reports: Research Development Officer, Research Support Officer

Dotted line report: Service Delivery Head

Your role

Under the direction of the Manager, Research Development you will work closely with the Associate Dean (Research) and faculty executive on faculty specific research priorities aligned with the University's research strategy. You will plan and implement a range of initiatives and events to diversify and strengthen the University's research income base by actively working with researchers and building stakeholder relationships. You will also manage and coordinate a team of research development and grant support professionals in the faculty Services Delivery Centre.

Outcomes sought from a successful execution of your role are:

- an improvement in the quality of research applications,
- an increase in the participation by researchers in competitive funding schemes
- an expansion and diversification of sources of research funding

- an increase in industry engagement by researchers;
- an increase in the number of awards and prizes won by researchers and improved research culture

Key responsibilities

Manage a team of research support professionals in the Service Delivery Centre

Promote the faculty's research strengths and comparative advantages and work with researchers in the faculty to match them to funding opportunities.

Write and edit proposals, support grant writing, proposal development and results reporting across projects.

Pursue new opportunities to involve UWA researchers in internal and external research collaborations

Co-ordinate the preparation of major bids for funding, including developing business cases and budgets

Assist with the negotiation of significant external partner contributions for grants involving multiple partners, particularly for ARC Linkage Projects and other industry grants.

Work collaboratively with Business Development, International Office, Development & Alumni Relations, faculties, schools, departments and research groups to create winning strategies and proposals for new externally funded projects;

Manage faculty specific research incentive schemes and develop faculty research policies

Promote and communicate the impact of faculty's research

Other duties as required

Your specific work capabilities (selection criteria)

A degree qualification or equivalent competency in a science, technology, engineering or mathematics discipline

Excellent communication and presentation skills, both oral and written

Excellent interpersonal, consultation and negotiation skills

Demonstrated strong organisational capabilities

Substantial experience in relating to researchers across all disciplines and to providing advice to staff at all levels

Experience working with relevant industry and/or government bodies

Demonstrated leadership experience with an ability to work as part of a distributed team, and effectively motivate and influence a team to achieve goals

A comprehensive knowledge and demonstrated expertise in relevant higher education policies, including current issues associated with research, including the National Innovation and Science Agenda

Research, analytical and problem solving skills

Special Requirements

Editorial Support

Compliance

Workplace Health and Safety
All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).
All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.
Details of the safety obligations can be accessed at http://www.safety.uwa.edu.au

Equity and Diversity
All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at http://www.hr.uwa.edu.au/publications/code_of_ethics, http://www.equity.uwa.edu.au