POSITION DESCRIPTION

Research, Innovation and Commercialisation
University Services

Team Leader (Research Infrastructure and Strategy support)

POSITION NO	0038359
CLASSIFICATION	HEW 8
SALARY	$95,844 - $103,739 per annum
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full time (1 FTE) Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT **FOR ENQUIRIES ONLY**	Renae Carolin Tel +61 3 8344 2039 renae.carolin@unimelb.edu.au *Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our website:

http://about.unimelb.edu.au/careers

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

Find out more about the University's strategy at http://about.unimelb.edu.au/strategy-and-leadership.

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transaction al services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

RESEARCH, INNOVATION AND COMMERCIALISATION

Research, Innovation and Commercialisation (RIC) provides targeted services and commercial expertise that supports the smooth management of research and the growth of external commercial engagement. RIC provides services in four clusters:

- Research, Innovation and Commercial Engagement supports the development of the research and commercial engagement funding streams, supports academics in strategic engagement with external commercial partners, assesses technologies for IP protection and development, and manages IP and licensing portfolios. The team, particularly those in the business development group, works in collaboration with academic divisions, chancellery and the broader community.
- Major Initiatives, Contracts and Grants provides strategic planning, legal and innovation support for major initiatives through proposal and tender planning and development for major initiatives;

and manages the processing of grants and contracts, providing compliance and risk advice and contract management, acting as single key points of contact for grants of all types.

- Teaching and Learning manages an award and non-award course portfolio, providing program management including planning, financial management, logistics, end to end student management, performance reporting and evaluation.
- The Office of Research Integrity and Ethics provides guidance, education and training and support for ethical research, innovation and commercialisation.

ABOUT THE ROLE

Position Purpose:

Reporting to the Manager, Major Initiatives this role coordinates the provision of high quality strategic, business and administrative support services with a focus on research infrastructure and strategy support. The University invests in state of the art research infrastructure to attract and retain excellent research staff. Such investment requires the attraction of funding from government and other sources, with appropriate operating models to ensure long term success. The development of major research infrastructure also requires partnerships with various other institutions, both in the precinct and in other regions.

A major plank of the University's research infrastructure strategy is the Melbourne Collaborative Research Infrastructure Program (MCRIP) that targets the coherence and consolidation of a University-wide approach to research infrastructure provisioning. MCRIP operates under the leadership of the Pro Vice-Chancellor (Research Collaboration and Infrastructure), and with the guidance of the Melbourne Collaborative Research Infrastructure Committee (MCRIC). The Team Leader (Research Infrastructure & Strategy Support) is a key RIC position in providing high level support to MCRIP and delivering Chancellery strategic objectives in the research infrastructure domain.

Leading a small team of Major Initiatives officers, the role oversees program planning, delivery, evaluation and reporting for the strategic research infrastructure portfolio. The role works closely with the Pro Vice-Chancellor (Research Collaboration and Infrastructure) and the Research Infrastructure Strategy Advisor in Chancellery (Research).

The role leads and supports strategically important, high value funding opportunities within the Major Initiatives Team, and works across Chancellery, RIC and Academic Divisions to deliver high quality research outcomes for the University.

To be successful in this role you will be passionate about supporting research, continuous improvement and innovation with a proven record of influencing and engaging others with your leadership skills. Your strong customer centric focus will ensure you build strong working relationships.

Reporting line: Manager, Major Initiatives
No. of direct reports: 2
No. of indirect reports: 0
Direct budget accountability: Nil

Key Dimensions and Responsibilities:

Task Level: Significant
Organisational Knowledge: Significant
Judgement: Significant
Resource Management: Significant
Operational context: Chancellery, Melbourne Collaborative Research Infrastructure Committee
OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at
http://safety.unimelb.edu.au/topics/responsibilities/.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Working closely with Chancellery (Research), in particular the Pro Vice-Chancellor (Research Collaboration and Infrastructure) and the Research Infrastructure Strategy Advisor, to deliver strategic outcomes in relation to the University's research infrastructure, including support for University involvement in State and National research infrastructure programs
- Administration, monitoring and evaluation of programs related to the University's research infrastructure portfolio in cooperation with Chancellery, Academic Divisions, and University Services, including liaison with external funding agencies where appropriate.
- Working with Chancellery (Research), Major Initiatives, Academic Divisions and Victorian higher education institutions, leading the coordination of the University's ARC LIEF proposals
- Facilitating consideration and management of infrastructure components of significant research proposals such as ARC Laureate Fellowships and Centres of Excellence and, as required, leading and supporting the Major Initiatives team with review, submission and acceptance of other significant funding proposals and post-award compliance oversight.
- Supervision of the Project Officer (Research Infrastructure) and other support staff in delivery of relevant services
- Ensuring the Hallmark Initiatives Project Officer provides appropriate support to Chancellery (Research), in particular the Pro Vice-Chancellor (Research Partnerships and Collaboration) and the Research Collaboration Project Officer, to deliver strategic outcomes in relation to the University's Hallmark Research Initiatives program.
- Establishment and maintenance of strategic and collaborative relationships with senior program managers and key stakeholders in relevant research communities, including research infrastructure and platform communities and the Hallmark Initiatives, to ensure efficient and effective service delivery to clients.
- Staff supervision, including performance planning and review.
- Coordination of communication between funding bodies, Chancellery, Academic Divisions and researchers.
- Identification of information and other needs of researchers (including graduate researchers where relevant) and providing high quality advice, building strong links with academic mentors (such as Associate Deans – Research within Academic Divisions, Research Managers and Platform managers), organising and participating in training and information seminars for researchers and organising workshops, special programs, targeted services and other development activities.
- Provision of high quality advice to Chancellery, Executive Director (Research, Innovation and Commercialisation), Director, Major Initiatives, Contracts and Grants and Manager, Major Initiatives on strategic and case-specific matters relating to building research capacity and operationalisation of the University's research strategy.

Selection Criteria:

Education/Qualifications

1. The appointee will have: Post-graduate qualifications in a technical discipline [e.g. engineering, science, biomedical or related], with subsequent relevant experience and/or equivalent mix of education and relevant experience

Knowledge and skills:

2. Experience with research platform operations, and an understanding of policies and practices associated with the successful operation of collaborative research infrastructure facilities
3. Demonstrated experience in providing successful service-oriented administration of complex programs

4. Expert planning and organisation skills, especially in the successful coordination of organisation-wide programs
5. High level of initiative including a commitment to continuous improvement, efficiency and efficacy
6. Demonstrated experience in managing budgets and monitoring investment
7. Well developed communication skills and demonstrated experience in building and maintaining relationships with key stakeholders
8. Proven ability to thrive in a changing and fast-paced environment

Desirable:
9. Knowledge of the strategic research infrastructure funding and policy environment and general understanding of the broader research funding environment
10. Experience in managing projects and/or project teams
11. Experience in managing large programs within a tertiary education environment, research institute or funding agency
12. Presentation skills to large audiences

Other job related information:

Will be required to work outside of hours during peak periods.