

Position description

Research Development Manager

Department/Unit	Arts Research and Business Development Office
Faculty/Division	Faculty of Arts
Classification	HEW Level 8
Work location	Clayton campus
Date document created or updated	August 2017

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu

Monash Arts is one of the largest, most diverse and dynamic arts faculties in Australia, with particular strengths in the humanities, performing arts, languages and social sciences. We encourage the development of innovative studies that operate at the intersection of traditional academic disciplines. The faculty delivers programs via seven schools and across five campuses, both in Australia and offshore, with courses ranging from undergraduate diplomas and degrees through to postgraduate coursework and research degrees. Monash Arts is justly proud of the research capacity of its staff, who work at the cutting edge in their fields and carry this expertise and enthusiasm into their teaching. To learn more about Monash Arts, please visit our website: <https://arts.monash.edu/>

The Arts Research and Business Development Office are responsible for supporting the Dean and Associate Dean Research and the broader Arts community in delivering the outcomes of the faculty's research and business development strategy. The office provides tailored support including the identification of funding opportunities, proposal and application support, and the collection, collation and reporting of data relating to research performance and benchmarking. The team provides strategic advice to the Dean and the senior management team to facilitate the delivery of the faculty's research and business development objectives. To learn more about The Arts Research and Business Development Office, please visit our website: <http://research.arts.monash.edu/>

Position purpose

The Research Development Manager provides senior support to the faculty providing comprehensive advice and support to researchers. The incumbent provides team leadership and participates in team building and planning as a member of the ARBD management team. The role has specific responsibility for ARC and Category 1 grant development and provides significant high level support to the researchers in the grant development process.

Reporting line: The position reports to the Group Manager, Research & Business Development

Supervisory responsibilities: This position has two reporting staff

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. Identify appropriate external research funding opportunities and promote information to researchers
2. Manage and lead research development for the Nationally Competitive Grants Register for the Faculty of Arts
3. Support individuals and teams of researchers in the development of high quality external research proposals including the provision of support and strategic advice on funding opportunities, research proposals academic mentoring, in close collaboration with the Associate Dean Research, Group Manager and Partnerships and Business Development Manager
4. Alongside the Partnerships and Business Development Manager develop, implement and maintain efficient and effective systems and processes that support the submission, growth and pre-award management of competitive grants and contract research (Cat 1 to 4 inclusive), to build upon the Faculty of Arts research strengths
5. Manage team members to meet operational needs, identifying policy gaps, contributing to University initiatives, revising business processes and staffing arrangements as necessary, and advising the Group Manager, Research and Business Development of changing resource needs. Supervise, mentor and develop team members, carrying out performance and professional development
6. Establish and maintain close working relationships with Schools, Centres and other University divisions internal and external to the University, such as the Monash Research Office and Global Engagement, and G08 colleagues, and relay information on University-level and faculty-level strategies to senior faculty management
7. Oversee compliance and quality assurance management of all funded research programmes, in line with University and Government requirements
8. Manage multiple projects, sensitive negotiations and coordinate activities to ensure critical deadlines and desired outcomes are met within a set time frame and budget
9. Foster a strong and positive culture, by modelling appropriate values and behaviours at all times; and
10. Manage the planning, monitoring and reporting of research activity and the Faculty of Arts research performance in relation to competitive grants and ensure that opportunities for external funding are exploited in alignment with the faculty's strategic plan and high quality applications are developed and submitted;
11. Plan, develop and deliver targeted presentations, workshops, services and other development activities aimed at providing strategic and practical advice and guidance on external research funding opportunities for the academic community in the faculty

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - postgraduate qualifications or progress towards postgraduate and extensive relevant experience working in a research grant management environment
 - extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated skills and experience in creative, analytical, strategic and innovative problem solving. Using deliberate analysis, judgment and planning to achieve great results when working in complex situations with minimal supervision
3. Experience in effectively analysing complex information to produce plans (such as research, strategic or business) with accuracy and attention to detail subsequently delivered against agreed milestones and key performance indicators
4. Excellent interpersonal, communication skills including the ability to develop and sustain effective networks with a broad range of individuals including research, industry and government environments and the ability to work flexibly (i.e. autonomously and in small teams)
5. Proven persuasive and influential negotiation skills in order to achieve successful project outcomes
6. Ability to lead and work well with internal stakeholders in a professional manner, especially as a member of a cross-functional team
7. Agility and the ability to deliver high quality outcomes within short time frames

Other job-related information

- Travel (e.g. to other campuses of the University) may be required
- Out of hours work (including evenings, weekends and public holidays) may be required
- There may be peak periods of work during which the taking of leave may be restricted

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.