



Position Description

College/Division:	Research and Innovation
Faculty/School/Centre:	
Department/Unit:	Research Services Division
Position Title:	Research Systems Manager
Classification:	Senior Manager 1 (Administration)
Position No:	New
Responsible to:	Associate Director, Research Analytics and Systems
Number of positions that report to this role:	2-4
Delegation(s) Assigned:	TBC

PURPOSE STATEMENT

The Research and Innovation Portfolio (the Portfolio) is responsible for the University's delivery of high quality research outcomes and impact through industry and business engagement and strategic partnerships with Australian and international agencies, alliances and external partners that will enhance the University's strategic goals. The Portfolio is led by the Deputy Vice Chancellor for Research and Innovation (DVC-RI.)

The Research Services Division is part of the Portfolio and is responsible for high quality services and advice at both an operational and strategic level in supporting the University's research endeavours. In collaboration with College staff and other Portfolio staff the Division provides leadership in the operations and management of research and innovation services in support of the University's strategic goals.

The Research Systems Manager provides expert advice, risk assessment and mitigation strategies and support to internal and external stakeholders in relation to research systems management strategies.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The Research Systems Manager will report to Associate Director, Research Analytics and Systems. The role will lead the Research Systems team and be responsible for supporting all enterprise systems managed by the Division, working with external vendors to ensure they are fit for purpose and effectively maintained. They lead the development and implementation of continuous improvement of the University's research management business processes and application support services.

The Research Systems Manager works closely and collaboratively with the other members of the Research Services Division and across the University to develop strategies that enable the most effective implementation and operation of systems to support the University research community. The Manager will work closely with ITS to ensure Research Systems align with the University roadmaps, maintain architectural integrity and ensure the implementation of sustainable solutions.

Role Statement:

Under broad direction, the Research Systems Manager will:

1. Provide effective leadership, management, supervision, coaching and direction to the Research Systems team. This includes but is not limited to anticipating and establishing priorities to ensure that workloads are managed efficiently, all objectives and deadlines are met and team members are supported in their career development objectives through training, development and knowledge sharing.
2. Provide leadership, expert advice, risk assessment, mitigation strategies and support to stakeholders in the development and implementation of research systems, ensuring relevant consultation with all stakeholders.
3. Manage relationships and work closely with external vendors to ensure all enterprise systems supported by the Division are fit for purpose and effectively maintained

4. Working in collaboration with Colleges and Service Divisions, lead the development of strategies and operation of research systems and ensure the most effective outcome from the implementation of research systems in support of the University research community.
5. Develop, implement and manage strategies to support the continuous improvement of research management business processes including but not limited to service delivery, application support services, communication of system changes and periodic reporting of issues raised/resolved.
6. Work collaboratively with the Research Analytics team to support high quality data integrity across research management services, developing solutions to service data needs and ensuring timely resolution of data integrity issues.
7. Contribute to strategic business activities and University initiatives, contributing strategic expertise and managing local area implementation, if applicable. Work in collaboration with other areas of the University and represent the area in a range of activities, workgroups and networks across campus, as required.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
9. Perform other duties as requested, consistent with the classification level of the position and in accordance with the principle of multi-skilling.

SELECTION CRITERIA

1. Relevant postgraduate qualifications and demonstrated extensive experience in systems management in a complex organisation, or an equivalent combination of relevant experience and qualifications/training. Experience in development and management of research systems will be highly regarded.
2. Demonstrated experience applying contemporary systems management practices and proven high level analytical, problem-solving and decision-making skills, including experience working with external vendors, making strategic recommendations and taking innovative approaches with outstanding results.
3. Proven experience in planning, developing and improving enterprise systems to achieve strategic objectives and meet required outcomes.
4. Demonstrated leadership and people management skills in a culturally diverse environment, with a demonstrated ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives on budget in a timely manner.
5. Demonstrated high level of customer service, interpersonal and consultation skills with demonstrated effective communication skills and experience managing strategic stakeholder relationships. This includes the development of comprehensive written documentation and reports.
6. Demonstrated high level computer skills with experience using online data management systems and proficiency using the MsOffice suite. Advanced skills in Excel will be highly regarded.
7. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

Delegate Signature:	USC Approved	Date:	December 2017
Printed Name:		Position:	

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)