Australian National University

Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	College Integrated Service Hub (Business Services)
Department/Unit:	Research
Position Title:	Research Services Manager
Classification:	Senior Manager 1
Position No:	TBC
Responsible to:	College General Manager
Number of positions that report to this role:	TBC
Delegation(s) Assigned:	TBC

PURPOSE STATEMENT

The Research Services Manager (the Manager) plays a key role in developing strategies for the achievement of the unit's research goals, contributing to University wide initiatives to support the achievement of the University's strategic goals. The Manager is the principal advisor to senior management and academic staff on high level, complex research management activities, providing strategic organisational advice, guidance and support in the design, development, and implementation of research management practices. The Manager oversees and leads a Research Services team(s), providing training, coaching and mentoring to Research Services professionals to deliver high quality and robust services and/or deliver strategic opportunities on a variety of research management matters.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships

The Manager leads a team of Research Services professionals and works in close collaboration with senior management and academic staff to provide strategic advice and leadership support on complex research management matters, building strong working relationships with internal and external stakeholders. The Manager is responsible for the development and implementation of business strategy in the unit, identifying funding sources, and creating research development activities in partnership with other administrative units to support the achievement of the University's strategic research development goals. The Manager plays a significant role in the development of University-wide initiatives.

Role Statement

Under broad direction, the Manager will:

1. Provide effective leadership, management, supervision and direction to the Research Services team, anticipate and establish priorities to ensure that workloads are managed efficiently and all objectives and deadlines are met.
2. Provide effective coaching and mentoring to the Research Services team, supporting the team members' career development objectives through training, development and knowledge sharing.
3. Provide leadership, expert advice and support to stakeholders in the development and implementation of research management strategies, ensuring relevant consultation with all stakeholders. Contribute to strategic business activities in collaboration with other areas of the University.
4. Proactively identify research training gaps across University staff. Develop and manage academic and professional training programs, seminars and workshops, including guidance on funding options, regular and ad-hoc reporting, grant and funding applications, and continued improvement in accordance with University's strategic plans.
5. Provide strategic advice to staff, including risk assessment and mitigation strategies. Identify external funding opportunities, facilitate strategic partnerships, undertake liaison with external agencies and industry partners. Negotiate and review complex research contracts with external bodies.
6. Ensure that Research Services operations are conducted in accordance with all relevant ANU research policies, procedures and guidelines while ensuring effective audit material is maintained. Develop, implement and monitor the application of protocols to ensure data integrity and accuracy, managing the timely resolution of data integrity issues.
7. Promote a positive workplace culture that supports proactive monitoring and reporting on the University's compliance with legislation, government reporting requirements and external funding contracts. Develop and evaluate business processes and procedural arrangements to improve outcomes.
8. Play a key role in University initiatives, contributing to strategic expertise and managing local area implementation where applicable. Represent the area in a range of activities, workgroups and networks across campus as required.

9. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
10. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA:

1. Relevant postgraduate qualifications and demonstrated extensive experience in research management in a complex organisation, or an equivalent combination of relevant experience and qualifications/training. Demonstrated experience in managing grant application/ external funding, risk and project management will be highly regarded.
2. Demonstrated experience applying contemporary research management practices and proven high level analytical, problem-solving and decision-making skills, including experience analysing data from multiple sources, making strategic recommendations and taking innovative approaches with outstanding results.
3. Demonstrated strategic research management/external funding advice and planning skills to support senior management with experience developing and implementing policies, procedures and innovative strategic plans to improve 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 work health and safety and a commitment to their application in a university context.

The ANU conducts background checks on potential employees. 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.

Supervisor/Delegate Signature:		Date:	
Printed Name:	Donelle Claudianos	Uni ID:	

References:
General Staff Classification Descriptors
Academic Minimum Standards