

**Position Description**

**Position Title:** Research Development Adviser

**Position Classification:** Level 9

**Position Number:** 315205, 315208, 315207, 314459

**Faculty/Office:** Research Enterprise

**School/Division:** Research Development and Innovation

**Centre/Section:** Office of Research Enterprise **-**Service Delivery Centres -ABLE, EMS, HMS, Science

**Supervisor Title:** Deputy Director, Research Development and Innovation

**Supervisor Position Number:** 312885

**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: Deputy Director, Research Development and Innovation

Direct Reports: Research Development Officer, Research Support Officer

Dotted line report: Service Delivery Head

**Your role**

As the appointee you will have a significant role in managing a team and 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

**Your 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

Coordinate the preparation of major bids for funding, including developing business cases and budgets

Provide support 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 directed **work capabilities (selection criteria**

**Your specific work capabilities (selection criteria)**

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

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

Excellent written and verbal communication and presentation skills, including strong editorial skills

Excellent interpersonal, consultation and negotiation skills

Excellent planning and strong organisational capabilities

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet, and email

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

Comprehensive knowledge and demonstrated expertise in research funding, including Australian Government expectations around innovation and research outcomes and the National Innovation and Science Agenda

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 (selection criteria)**

There are no special requirements

**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>

Inclusion and Diversity

All staff members are required to comply with the University’s Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>