

POSITION DESCRIPTION

Research, Innovation and Commercialisation
Chief Operating Officer Portfolio

Research Finance Consultant

POSITION NUMBER	0052120
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 7 - \$96,002 - \$103,921 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing opportunity Fixed-term opportunities, available for 2 years
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	Cameron Stephenson Email cameron.stephenson@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
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, 'Advancing Melbourne', at about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of six sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Finance
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

RESEARCH, INNOVATION AND COMMERCIALISATION

RIC is a specialist team dedicated to enabling the University's research and enterprise mission working closely with our academics, professional colleagues, industry partners, funding agencies and government agencies. We have a passion to see our academics and their collaboration partners succeed, achieve research excellence and translate their discoveries into real-world innovation and impact. RIC operates University-wide across all ten Academic Divisions and Chancellery. At a high level our capabilities include:

- Strategic relationship development with Industry partners, including Innovation Precincts
- Business development, research marketing and communications, intellectual property management and technology transfer mechanisms in partnership with the investment community
- Proposal funding submission and post-award support including contracts and research accounting from a wide range of funders. Specialized services for larger schemes such as MRFF, ARC and NHMRC Centres, ITRPs and CRCs and international programs.
- Research ethics, integrity, governance and quality
- Research infrastructure asset management
- Training and development programs for academic and professional staff

We aspire to service excellence every single day and creating an innovative, positive culture where feedback is valued, success is recognised and the University comes first in decision-making. We value big thinking on a global scale, attention to detail and care about our researchers' success, the personal development of our team members and ensuring RIC is a great place to work at the University.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and

inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

ABOUT THE ROLE

Position Purpose:

The Research Finance Consultant will manage a portfolio of complex funding programs / streams and awards allocated to the faculty. The Research Finance consultant is the single point of contact for Chief Investigators (CI's) for the duration of the funding programs, including supporting CI's in managing financial resources and navigating complex funding rules. The Research Finance Consultant will manage all financial aspects of the various projects within the portfolio, including but not limited to; advice on budgeting, interim and final cost claims, expenditure reports and reporting to partners where required.

The Research Finance Consultant will work with the Research Finance Manager to implement process improvements and system changes that drive efficiency and enhanced customer service.

Reporting line: Research Finance Manager

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: No

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Moderate

Judgement: Significant

Operational context: Located at Parkville

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:

- Proactively manage a portfolio of *complex* and diverse funding programs, providing Chief Investigators (CI's) with a single key point of contact for post award administration through the life of the award. This will include monitoring budgets, interim and final cost claims, expenditure reports

and, where the Faculty is the consortium coordinator, ensuring all reports and claims are submitted by partners on time, offering assistance where required and distributing payments to partners.

- Ensure the Higher Education Research Data Collection (HERDC) is maximised when providing advice on post award matters including ability to fulfil HERDC validation requirements. Regularly review HERDC system/reports to ensure data integrity and liaise with key stakeholders in finalising the submission of annual returns.
- Provide support to academics in the development of grant and contract budgets, including assistance with calculating in-kind contributions (in line with funding scheme conditions)
- Work closely with the Research Finance Manager to operationalise system changes and process improvements that lead to increased efficiency
- Contribute to the development and input of the Academic Division budget and forecasts in collaboration with Finance Manager / SPR
- Provide support to Head of Department / Finance Manager / Senior Administrative Manager who requires oversight of how funds available for research are tracking against objectives / targets.
- Provide timely and accurate management reporting to stakeholders in Academic Divisions
- Any other duties as may reasonably be required, consistent with the grade of the post and which may present as development opportunities.

Selection Criteria:

Education/Qualifications

1. The appointee will have: a relevant tertiary degree in Accounting/Finance and significant on-the-job experience or an equivalent combination of relevant experience and education/training.

Knowledge and skills:

2. Strong understanding of the rules and requirements of various funding schemes, e.g. ARC, NHMRC
3. Relevant (2+ years) experience in managing research grants and contracts in the University sector.
4. Demonstrated ability to show good judgement, initiative and undertake tasks independently, seeking advice and escalating as required.
5. Demonstrated flexibility and adaptability working in a team environment.
6. Demonstrate excellent organisational skills with the ability to prioritise tasks and work to competing deadlines.
7. Commitment to the provision of quality service, with demonstrated ability to provide user friendly, responsive client service.

8. Demonstrated excellent written and verbal communication skills, including the ability to communicate effectively with stakeholders.