

Associate Director (Post Award) – Research Grants, Contracts and Finance



Research, Innovation and Commercialisation
Chief Operating Officer Portfolio

Associate Director (Post Award)– Research Grants, Contracts and Finance

POSITION NUMBER	0048582
SALARY	SM1
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
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	Frank Anastasopoulos M: +61 424 004 794 frank.a@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

ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

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 <https://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 functions relating to the University's finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

RESEARCH, INNOVATION AND COMMERCIALISATION

Research, Innovation and Commercialisation (RIC) is the central facilitator of research funding in the University, taking advantage of the full diversity of research funding opportunities.

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. RIC is composed of the Office of Research Management (ORM), Innovation and Enterprise (I&E), the Melbourne Entrepreneurial Centre (MEC) and Genesis Pre-Seed Fund.

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.

Research Grants, Contract and Finance (RGCF) within the office of Research management supports the submission of grant proposals (Idea to Proposal) and the post-award administration (Contract to Output) for a wide range of Australian and international research funders. RGCF also supports Chancellery in the management and administration of internally funded research grants. In this role, you will be leading a team as part of the Contract to Output area.

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 Associate Director (Post-Award), Research Grants, Contracts and Finance (RGCF) is a senior leadership role within the RGCF team in RIC, leading the continuous development and evolution of post-award research services and facilitating growth in research excellence and impact.

The Associate Director (Post-Award) must work collaboratively and constructively with the wider RGCF and RIC leadership team and staff, Chancellery Research and Enterprise (CRE), COO-P, Faculties and others. The Associate Director (Post-Award) will build effective relationships with key external and internal stakeholders with a strong focus on supporting post-award services and positive research outcomes, in line with the University's Research and Enterprise strategy.

The key deliverables include ongoing innovative process improvement; optimised used of resources; enhanced client satisfaction; increased staff engagement and alignment of staff performance and outcomes. In the medium to long term, this may include:

- Leading development and implementation of innovative new processes and systems to support greater client satisfaction and efficiency as well as increasing data accuracy.
- Developing and implementing effective post-award support for key initiatives of the University, such as the Cumming Global Centre for Pandemic Therapeutics, the Australian Institute for Infectious Disease, Fishermen's Bend campus.
- Delivery of core services, including research contracting and post-award contract management to maintain and improve standards beyond agreed benchmarks.
- Develop and coach RGCF Team Leaders to develop our people, process and systems.
- Improve the communication and reporting to Faculties and academics, making it easier to work with us and access services.

Reporting line: Director, Research Grants, Contracts and Finance - Research Innovation and Commercialisation

No. of direct reports: 4-5

No. of indirect reports: 40 - 50

Direct budget accountability: Nil

Key Dimensions and Responsibilities:

Task level: Extensive

Organisational knowledge: Significant

Judgement: Extensive

Operational context: Institutional

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:

- Participate as a critical and senior team member of the RGCF leadership team and support the development of strategic and operational plans for RGCF's portfolio in alignment with the research needs of the University.
- Lead the delivery of post-award services, including research contracting and post-award contract management.
- Lead innovative change and process/system improvement within RGCF to support greater client satisfaction and efficiency as well as increasing data accuracy, including development and implementation of new tools and systems.
- Encourage and embed a high performance, service culture as a means of driving improvement by ensuring clear objectives, feedback and the improvement of outcomes through behaviours and practices
- Lead and develop the skills and capabilities development across the RGCF post-award team to meet future service delivery expectations
- Work collaboratively and constructively across the University and across RIC and other parts of University Services to ensure that post-award services as streamlines and connected as possible.

Selection Criteria:

Education/Qualifications

1. The appointee will have a Postgraduate qualification in a relevant discipline or an equivalent combination of relevant training and/or experience within the industry.

Knowledge and skills:

1. Extensive experience leading in a complex, service orientated organisation that has a proven track record of effective delivery and client satisfaction. This should include high level experience in assessing risk factors associated with research management.
2. Proven capacity to create efficient end to end processes in post-award/Contract to Output areas, informed by analysis and with measurable outputs.
3. Demonstrated ability in working with others to develop a high performing team by motivating and coaching to achieve organisational goals.
4. Demonstrated experience in driving innovation in service delivery leading to a high level of service excellence.
5. Outstanding problem solving and judgment skills translatable in a large multidisciplinary University environment.
6. Demonstrate ability to act in the best interest of your employer; strive to deliver beyond expectations; work collaboratively; connect with people and build relationships in your workplace.
7. The ability to develop extensive relationships and meaningful connections with a broad range of stakeholders in a complex matrix structure and to be able to influence key outcomes.

Other job related information:

From time to time the Associate Director (Post-award), RGCF will be required to work flexibly and occasionally out of ordinary hours.

Special Requirements:

This is a full-time position physically located on campus (Parkville) – Flexible working arrangements apply as per University policy.