



POSITION DESCRIPTION

Faculty of Business and Economics
Research Professional Services Unit (PSU)

Senior Research Development Consultant

POSITION NO	0034096
CLASSIFICATION	PSC 7
SALARY	\$88,171 – \$95,444 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time 1.0 FTE
BASIS OF EMPLOYMENT	Continuing position
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Bianca Durrant Tel +61 3 9035 9241 Email bdurrant@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

Position Summary

Reporting to the Senior Research Development Coordinator, under the broad direction of the Manager, Research and Industry, the Senior Research Development Consultant is responsible for internal research development outreach and activities. The role resides in the Research Professional Services Unit (Research PSU); a small and high performing team, that values diversity and has practices underpinned by continuous improvement.

The position is responsible for working with academics to support them in their efforts to fund research activity. This includes the coordination and provision of high level support for academics to develop competitive funding applications to a diverse range of funding bodies, national and international, with a focus on HERDC income Categories 2-4. The Senior Research Development Consultant will also provide pre-award support for other major and Category 1 opportunities, and work in collaboration with team members who coordinate university and faculty grant support.

The Senior Research Development Consultant is responsible for the Faculty's research communications strategy, as it relates to research development and support. This includes a systematised approach to opportunity identification and targeted promotion; profile development initiatives and support; alongside coordination of faculty research communications.

The incumbent will deploy their strong relationship skills and work with a variety of internal and external stakeholders, to deliver effective, high level, service and continuous improvement in the portfolio.

1. Key Responsibilities

Undertake research development work in support of the Research PSU's initiatives, including:

- ▶ Lead the identification, qualification and targeted promotion of Category 2-4 research funding opportunities, increasing activity and supporting research excellence
- ▶ Work with academic staff to develop competitive applications through the provision of high level support and specialist advice, across a diverse range of funding bodies and opportunity types.
- ▶ Support the Manager, Research and Industry and the Senior Research Development Coordinator in the provision of pre-award support to academics applying for Category 1 and major funding, and support research reporting exercises.
- ▶ Represent the Research PSU's research income and profile services and strategic objectives through delivery of relevant aspects of the faculty's Research Development Program.
- ▶ Coordinate grant and income reporting for Category 2-4 research
- ▶ Operationalise the faculty research communications strategy, ensuring that services and resources reflect real academic and strategic needs.
- ▶ Work to ensure processes and working practices are continually reviewed and improved.
- ▶ Carry out any other relevant duties, which are requested and are commensurate with the grade of this post.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

2. Selection Criteria

1.1 ESSENTIAL

- ▶ Completion of a degree with substantial relevant experience, or extensive experience and expertise providing high level research development support to academics and research stakeholders, or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated experience in coordinating and delivering the development of a range of research funding applications.
- ▶ Demonstrated experience developing effective relationships with a range of stakeholders, including academics, leadership and senior management, and the ability to influence
- ▶ Excellent written, interpersonal and oral communication skills as demonstrated through the delivery of proposals, presentations, and/or other complex documents.
- ▶ The ability to write, edit content, critically evaluate proposals and applications, provide constructive feedback and transform a concept to a clear and engaging business case.
- ▶ High level problem solving skills with the demonstrated ability to exercise sound judgment, discretion and proven ability to handle sensitive information appropriately and confidentially.
- ▶ High-level of organisational skills, including the ability to work autonomously, prioritise workload and ensure effective and timely delivery in a busy environment.
- ▶ Advanced proficiency in the use of software packages including Outlook, Word, Excel, SciVal, InCites, and Research Professional, and proficiency in using reporting dashboards.

1.2 DESIRABLE

- ▶ Demonstrated experience maintaining industry relationships and/or working with industry in research development.
- ▶ Working knowledge of the national context for research, legislative policy, the Australian Government's National Innovation and Science Agenda, and issues affecting the research sector.
- ▶ Experience with International or Philanthropic grants.

3. Special Requirements

- ▶ Preparedness to work outside normal office hours and/or travel as required.
- ▶ Vacation leave may be limited during peak times, particularly those leading up to major external deadlines.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Senior Research Development Consultant will report to the Senior Research Development Coordinator and also take day to day general direction from the Manager,

Research and Industry. The incumbent will be expected to work with a high level of independence in carrying out tasks.

4.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will be required to exercise independent judgement in prioritising and focusing their work to ensure positive outcomes. The position requires a considerable degree of tact and diplomacy to communicate with a wide range of clients across the university, including faculty staff, both academic and professional.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to have detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities. Additionally, a working knowledge of the Australian funding landscape as well as the Australian impact and engagement context is required.

4.4 BREADTH OF THE POSITION

The position will be required to liaise across the Faculty, the university, and various organisational units, as well as with external government and industry organisations such as funding bodies. The position contributes to a range of important activities through research, reporting and analysis that have a wide impact in the Faculty (its departments, institutes and partners), the university and in the public arena.

5. *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 University's People Strategy 2015-2020 and policies that address 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 Growing Esteem.

6. *Occupational Health and Safety (OHS)*

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.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

7. *Other Information*

7.1 ORGANISATION UNIT

FBE Research PSU supports the Faculty's goal to advance its status as one of the top-ranking Business and Economics units in the world. It provides vision, leadership, development opportunities and support for the Faculty's research activities by focussing efforts on problems of global importance, increasing multidisciplinary opportunities and expanding our partnerships with Industry.

The Research PSU provides high level end-to-end services spanning across the entire research portfolio to academic staff and is responsible for the research development and administration of publications, grants, contracts, ethics and integrity, and consultancies in the Faculty of Business and Economics. The Research PSU comprises 5 staff and is managed by the Manager, Research and Industry.

7.2 BUDGET DIVISION

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

Organisational Structure

The Faculty is home to Melbourne Business School (MBS) and to 6 teaching and research departments:

Accounting

Business Administration

Economics

Finance

Management and Marketing

Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres:

Academic Support Office

Student Employability and Enrichment

Research Development Unit

The Williams Centre for Learning Advancement

The Faculty is supported by the following Professional Services Units:

Finance

Human Resources (including OHS)

Marketing and Communications

Service Level and Facilities Management

Quality Office

The faculty also hosts two University-wide initiatives:

- ▶ The Melbourne School of Professional and Continuing Education (MSPACE) which provides support to all Academic Divisions for their existing professional, continuing and executive education programs, and operates with a specific whole-of-institution mandate to significantly expand the University's professional, continuing and executive education offerings.
- ▶ The Melbourne Entrepreneurial Centre (MEC) which brings together a number of programs to focus a range of activities aimed at developing an entrepreneurial culture at the University of Melbourne.

Our Programs

There are about 9,500 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

Our Graduates

Since the Faculty was established it has produced over 53,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at www.fbe.unimelb.edu.au.

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 employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security,

sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>