

POSITION DESCRIPTION



Research, Innovation and Commercialisation
Chief Operating Officer Portfolio

Director, Research Finance

POSITION NUMBER 0053954

PROFESSIONAL CLASSIFICATION STANDARD/SALARY Senior Manager 2

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full Time (1 FTE)

BASIS OF EMPLOYMENT Continuing

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.

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Please do not send your application to this contact

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. 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 from a wide range of funders. Specialised services for larger schemes such as MRFF, ARC and NHMRC Centres, ITRPs and CRCs and international programs.
- Research Finance and Research Accounting
- Research ethics, integrity, governance and quality
- Research infrastructure asset management
- Training and development programs for academic and professional staff
- New venture formation and entrepreneurship

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.

CHIEF FINANCIAL OFFICER (CFO) GROUP

The CFO Group's core objective is to ensure the University has the appropriate financial and physical resources to deliver its core academic activities, achieve its strategic ambitions, and be sustainable on an intergenerational basis.

We do this by:

- Developing and implementing financial strategy
- Allocating financial resources efficiently and effectively to strategic and operational goals
- Monitoring, analysing, and assessing financial and business performance and position
- Highlighting risks and opportunities and recommending or implementing actions
- Ensuring value for money in commercial dealings
- Ensuring compliance with relevant financial legislation and obligations.

Both RIC and the CFO Group form part of the Chief Operating Officer Portfolio (COO-P).

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:

Holding a pivotal senior leadership role within both RIC's Office of Research Management (ORM) and the CFO Group (CFOG), the Director, Research Finance holds a substantive reporting line to the Executive Director, ORM and a dotted reporting line to the Chief Financial Officer.

Forming part of both the RIC Extended Leadership Group, ORM Leadership Team and the CFOG Leadership Team, the Director is accountable for operational and change leadership across RIC's Research Finance functions, including the Project Set Up and Data Assurance, Post Award Finance Support, and Research Accounting areas. The Director will also be required to provide operational, compliance and risk management advice to the Executive Director, ORM, and the CFO where necessary. The Director will oversee the Research Finance Leadership Team and will supervise key operational leaders within the Research Finance function. The Director, in consultation with both the Executive Director ORM, the CFO, and other key stakeholders, will be responsible for developing the longer-term service delivery strategy for the Research Finance function, and overseeing the planning and implementation of that strategy through the function's operations. The role will also lead the development and enhancement of a wide range of Research Finance activities across the function's key elements of operating (people, process, systems and performance) to ensure alignment with the strategic direction and needs of RIC, the Faculties, and the University more broadly.

To deliver these outcomes, the Director will:

- Supervise, develop and coach (as appropriate) key people leaders across the Research Function, including the Shared Services Manager (Research Finance, MDHS), Managing Consultants (Post Award Finance Support), Manager (Research Accounting), Team Leader (Project Set Up and Data Assurance), and Operations Manager (Research Finance).
- Build effective relationships, working collaboratively and constructively with key stakeholders, and service-users within RIC, the CFO Group, the COO Portfolio, and within the Faculties.
- Lead the development and implementation of innovative new processes, structures, and systems to support more effective financial management across the University's research business, increased service-user satisfaction, efficiency, and increased accuracy of research finance related data.
- Lead or contribute to the planning, delivery and implementation of key technology uplift programmes such as the replacement of the University's Enterprise Resource Planning and Research Management Systems.
- Curate close working relationships with the CFOG Leadership Team, acting as a key conduit for information and alignment between RIC's finance-related work, and the overarching strategy and direction of the CFO Group.

The Director will be required to deputise as appropriate for the Executive Director, Office of Research Management.

The key deliverables of the role include effective embedding of the shared services model for the delivery of research finance support; ongoing innovative process reengineering; optimised use of resources; effective systems and support and compliance models for the management of research finance; enhanced client satisfaction; increased staff engagement; data accuracy and alignment of staff performance and outcomes to the strategic needs of the University, RIC, the CFO Group and Faculties.

The key relationships for the role include:

- Internal – Other parts of RIC, and in particular, Research Grants and Contracts.
- CFO Group – Key leaders within the Financial Planning, Partnering and Advisory function, Finance Services (forming part of Business Services), Procurement Services, and where applicable Corporate Finance, Property and Sustainability.
- COO Portfolio – Legal and Risk, and in particular, the Internal Audit team, the Operational Performance Group, and University Decision Support.
- Faculties, particularly Faculty Research Managers and Directors, Strategy, Planning and Resources (or equivalent).
- Chancellery, and in particular, the Major Research Investment function.

Reporting line: Executive Director, Office of Research Management

No. of direct reports: Up to nine.

No. of indirect reports: Up to 70.

Direct budget accountability: Responsible for the management of a cost centre, encompassing defined salary and non-salary budget envelopes in the range of \$7 million - \$8 million annually.

Key Dimensions and Responsibilities:

Task level: Extensive

Organisational knowledge: Extensive

Judgement: Extensive

Operational context: RIC is mainly located in open plan offices in the University's Alan Gilbert Building, though a significant number of the Research Finance team work on a co-located basis on-site in the Faculties. The Director will work across Research Finance, focussing on people leadership, stakeholder management, planning, operational and change management and maximising the efficiency and effectiveness of research finance support.

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:

- Supervise the day-to-day operations of the Research Finance function, delivering a fit-for-purpose and continuously improving shared service to provide finance support and strategic advice to the University's research community.
- In concert with the direct reports, oversee the allocation of staff resources across the Research Finance function, ensuring that workloads are efficiently balanced and that sufficient resources are available to respond to the needs of service users and stakeholders within Faculties.
- Participate as a critical and senior team member of the Research Finance Leadership team, ORM Leadership Team, CFOG Leadership Team and RIC Extended Leadership Group and support the development of strategic and operational plans for the Research Finance portfolio in alignment with the current and emerging research and other financial needs of the University.
- Working closely with other senior members of RIC and the CFO Group to promote cohesion of staff and systems, and develop talent, capability and build strong succession plans in line with our values.
- Monitor and understand the strategic direction and emerging needs of the University, RIC, the CFO Group and the Faculties, building a workforce, systems, processes, and service delivery model for research finance support that aligns with that direction and those needs.
- Oversee and contribute to the provision of efficient, effective, and timely project accounting, finance, and data integrity services for the University's research community.
- Lead, support and guide the development and implementation of a cohesive, efficient, timely and effective shared service for finance support across the entire life cycle of externally funded research projects.
- Lead the development and implementation of innovative new processes, structures, systems, and culture to support more effective financial management across the University's research business, increased service-user satisfaction, efficiency, and increased accuracy of research finance related data.
- Encourage and embed a high-performance service culture, as a means of driving improvement and ensuring alignment with the strategic direction of RIC, the CFO Group, the Faculties, and the University, ensuring clear objectives, feedback, and the improvement of business outcomes through behaviours and practices.
- Lead, manage, train and motivate staff at varying levels of seniority, fostering growth amongst direct and indirect reports through talent and performance management, professional development and succession planning.
- Working closely with the Research Finance Leadership Team to lead and develop the skills, capabilities development, and training across the Research Finance function to meet current and future service delivery expectations and the strategic needs of the University.

- Proactively develop and manage effective relationships with a complex range of stakeholders, and service-users within RIC, the COO Portfolio, the CFO Group and within the faculties, to effectively implement strategies to enhance the University's performance in managing research funding.
- Support and contribute to financial planning processes (e.g. budget, forecasts), financial and reporting processes, strategic funding and business case development where required.
- Contribute to analysis and commentary on monthly, quarterly and annual RIC performance reporting as required.
- Oversee compliance and quality assurance management in relation to Research Finance, consistent with requirements under the University's statutes, policies, procedures, risk management frameworks, (including OHS) to ensure that all obligations are met under relevant legislations, statutes, regulations and policies.
- Other duties as may be reasonably specified by the supervisor.

Selection Criteria:

Education/Qualifications

The appointee will have:

1. Tertiary qualifications in relevant discipline with an extensive management and supervisory background in a complex organisation (preferably the Higher Education Sector), or an equivalent combination of relevant experience and education.
2. Expert understanding of Australia's research environment.

Knowledge and skills:

1. Extensive experience managing research finances in a large complex organisation.
2. Demonstrated experience with the implementation of an ERP Finance System, in an organisation where research is a priority.
3. Extensive experience leading in a complex, service orientated organisation that has a proven track record of effective delivery and service-user satisfaction.
4. Proven leadership, change and people management skills, with a demonstrated ability of working with others to develop a high performing team by motivating and coaching to achieve organisational goals.
5. Proven capacity to create efficient end to end business support processes, informed by data and with measurable outputs.
6. Demonstrated experience in driving innovation in service delivery leading to a high level of service excellence.
7. Proven experience in developing and managing a successful shared service function.
8. Strong commercial skills and experience with proven budget and financial management skills.

9. High level of knowledge of relevant legislation, compliance requirements, policies, procedures and systems, and a well-developed understanding of the requirements and importance of effective governance, risk management and compliance.
10. Demonstrated high level problem solving and analytical ability and ability to improve service and outcomes through commitment to service excellence and creation of a service culture.
11. An ability to work collaboratively with a broad range of internal and external stakeholders, within a complex matrix structure and to be able to influence key outcomes.