

POSITION DESCRIPTION

Research, Innovation and Commercialisation
Chief Operating Officer Portfolio

Research Partnership Leader (USA)

POSITION NUMBER	0052505
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 8 - \$108,009 - \$116,906 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Fixed term available for 18 months with option to extend up to 6 months
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	Jessica Brody Tel +61 466 447 069 Email jessica.brody@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 <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 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

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.

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:

Reporting to the Manager, International Research Grants, the Research Partnership Leader (USA) coordinates the provision of high-quality research grants support services across the University of Melbourne and partner institutions. The position provides advice with a focus on United States Federal funding, in particular the National Institutes of Health (NIH).

This position provides proactive scheme management and high-quality strategic advice to researchers and University leadership; supports the University's strategy to grow international research by discovering and advocating for grant funding opportunities; and maintains accurate record keeping and processes according to University policy and sponsor compliance.

To be successful in this role you will have strong problem-solving skills and be passionate about supporting research, continuous improvement and innovation with a proven record of influencing and engaging others with your leadership skills. Your strong customer centric focus will ensure you build strong working relationships, seeking advice from others as required.

Reporting line: Manager, International Research Grants

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: up to \$50,000

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: The Research Grants and Contracts Services (RGCS) team coordinates the provision of high-quality research grants and contracts support services with a focus on customer services to all University academic divisions, institutes and affiliates. This includes the provision of specialist advice on all aspects of grants management from oversight of application and award processes through to reporting. The International Research Grants team operates within the RGCS and provides specialist knowledge on foreign currency research grant sponsors and schemes.

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:

- Lead the planning, management and coordination of the National Institutes of Health and other USA grant application processes; lead the review and submission of high value USA and other international grant applications.
- Act as a principal contact for the University's academic and professional staff members to ensure they have optimal access to strategic information and advice on USA funding (and occasionally other international) opportunities.
- Work with Chancellery, Academic Divisions and other key academic and professional staff to promote international research funding opportunities via multiple channels in order to improve awareness, participation and success rates. This includes developing or refining training workshops, web-based resources, and contributing to existing communication channels.
- Accurate and complete entry of international research grants data into university records and management systems, thereby facilitating grant managements and enabling accurate reporting and analysis of the University's research performance.
- Provide high-quality advice to Chancellery (Research and Enterprise), the Executive Director, RIC and the Director, Research Grant and Contract Services (formerly Major Initiatives, Contracts

and Grants) on strategic and case-specific matters relating to grant seeking and grant administration, and the university's research performance in relation to international grants.

- Contribute to the development and implementation of process improvements to ensure that grant support services are delivered effectively and efficiently.
- Contribute to the development of a team to effectively and sustainably deliver services across the life of international grants by mentoring, provision of advice and demonstrated excellence.

Selection Criteria:

Education/Qualifications

1. Tertiary qualifications in a relevant discipline and/or equivalent mix of education and relevant experience as well as several years' experience in management and research grants administration.

Knowledge and skills:

2. Expert knowledge of international grant funding programs and funding rules, with specific knowledge in relation to the National Institutes of Health and USA federal agencies
3. Expert planning and organisation skills, especially in the successful coordination of organisation-wide participation in strategically important funding calls.
4. Demonstrated experience in providing successful service-oriented administration of complex programs, training and/or funding scheme management.
5. Demonstrated experience in coordinating high value grant applications including cross-discipline, cross-academic division, and cross-institutional proposals; including compliance and general financial advice.
6. High level of initiative including a commitment to continuous improvement, efficacy and efficiency.
7. Demonstrated management and communication skills
8. Proven ability to thrive in a changing and fast-paced environment.

Other job-related information:

- 1 Presentations to medium to large audiences
- 2 Work out of ordinary hours, according to time zones and during peak periods
- 3 Required use of the University of Melbourne Themis research systems and other record keeping systems