



## POSITION DESCRIPTION

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Position:	Centre Manager
Work Area:	Indigenous and Transcultural Research Centre
Classification:	Level 8
Supervisor:	Co-Directors of Indigenous and Transcultural Research Centre
Incumbent:	6876

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### VISION

To become Australia's premier regional university.

### MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

### VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

### OVERVIEW OF THE INDIGENOUS AND TRANSCULTURAL RESEARCH CENTRE (ITRC)

The Indigenous and Transcultural Research Centre (ITRC) proudly partners with Indigenous, migrant, refugee and culturally diverse communities to deliver impactful research nationally and internationally. We seek to improve the lives and well-being of First Nations and culturally diverse peoples in Australia and around the globe.

Our community of like-minded, transdisciplinary researchers are passionate about diversity and committed to social justice, equity and inclusion. Our expanding footprint into new communities brings opportunities for genuine and close partnerships with Indigenous and transcultural communities and engagement in co-research and community capacity exchange. We aim to make a difference and to build connections between communities. We have three core research themes:

1. **Building Indigenous and Transcultural Knowledge Systems** - In partnership with Indigenous, transcultural and international communities, our researchers seek to respectfully engage with and support the retrieval, retention, extension and further creation of First Nations, migrant, refugee, culturally diverse and international knowledge, building recognition and engagement with Indigenous, Southern, Eastern and other knowledge systems.



2. **Fostering Creative Indigenous and Transcultural Cultural Practices** - In partnership with First Nations, migrant, refugee and culturally diverse communities our researchers seek to revive, document and extend the languages, educational and social and creative cultural practices through transdisciplinary explorations of poetry, art, music, dance, and other creative forms, and social and educational interactions.
3. **Engaging in Community Capacity Exchange with Indigenous and Transcultural communities** - Our researchers seek to work with First Nations and culturally diverse communities to exchange knowledge and enhance these communities' aspirations, research and practical skills and capacities in business, economics, history, geography, education, creative arts, languages and other areas nominated by these communities.

### PRIMARY OBJECTIVES OF THE POSITION

1. Deliver strategic advice and recommendations to the Directors relating to the governance and management of the Centre including governance protocols, and regulatory, legislative and compliance requirements to inform high-level decision-making in relation to operations and financial performance.
2. Provide high-level research program and project management expertise for the development, implementation and monitoring of new and existing projects, using appropriate project and risk management processes to ensure compliance with contractual and reporting requirements of research outcomes.
3. Develop and manage the Centre's communication strategy to ensure it effectively promotes the Centre's vision, expertise, and national and international standing, across multiple print and digital channels to help Support the Directors to position the Centre as the leading research centre in Indigenous and transcultural research by ensuring the centre communication strategy effectively promotes the Centre's vision, expertise, and national and international standing and is delivered across multiple print, digital channels and in person channels.

### NATURE AND SCOPE OF POSITION

Under the broad direction of the Centre Directors, the Manager will deliver operational leadership to the Centre to ensure it operates efficiently and effectively to deliver its key strategic and operational metrics, that is: increase research funding, increase publications and citations, increase HDR enrolments and completions, and engagement and impact.

The recent integration of the Centre in University planning and budgeting processes provides an opportunity for the Manager to play a crucial role in improving and streamlining the coordination of the Centre to facilitate the delivery of its plans to grow its research and engagement portfolio and performance, and more broadly the strategic and operational performance of the University.

Working with a range of internal and external stakeholders in a highly collaborative operating model, the Manager is required to exercise high-level problem solving and judgement skills along with an extensive understanding of the University's structure, programs, policies and operations. The effective application of these skills and knowledge is critical in leading the Centre's operations towards achieving its goals.



The Manager will also provide high-level research support to the Directors and Centre leadership team, and more broadly to Centre members, through the management of research programs and projects, implementation of the Centre's researcher development and training calendar, management and maintenance of productive partnerships, strategic communication of the Centre's vision and research outcomes, and preparation of comprehensive reports using data analytics.

### KEY ACCOUNTABILITIES OF THE POSITION

1. Lead the development and implementation of the Centre's annual work plan against the University's Operating Plan, Research Plan and Strategic Plan and implement effective reporting and evaluation methods to demonstrate successful outcomes of key initiatives that are reportable within the University's planning framework.
2. Conceptualise, develop, and lead new initiatives working collaboratively with other UniSC research institute and centre staff to contribute to the achievement of actions, initiatives, and targets in accordance with the Centre's Action Plan and UniSC's Operating Plan, Research Plan, and Strategic Plan.
3. Oversee all aspects of the Centre's governance, management, and operations including the Centre's annual work plan, risk register, quarterly KPI reports, and annual performance reporting.
4. Support the Centre's research program by assisting project leaders with pre and post-award grant policy and protocol compliance, and problem resolution.
5. Identify and support opportunities for the Centre to participate in high-level national and international First Nations and transcultural policy dialogues, initiatives and forums, relevant to the Centre's core research themes.
6. Supervise professional staff in the Centre and contribute to the recruitment and appointment process.
7. Manage and maintain productive relationships with multiple internal and external stakeholders including other UniSC research concentrations, schools and departments, research partners to develop effective collaborations that support the Centre and UniSC's vision and goals.
8. Prepare high-quality reports including the Centre's annual report through the collation and analysis of data from internal information management systems and external sources.
9. Strategically communicate the Centre's vision and research expertise through the development of marketing and communications material, in collaboration with UniSC Marketing and Communications division, across multiple print and digital channels including website, social media, and conference presentations, to enhance the reputation of the Centre in turn generating income from multiple sources and encouraging new productive partnerships.
10. Coordinate the Centre's professional development initiatives including the annual all-member retreat, ITRC Connect Fellowship scheme, ITRC writing retreats, successful delivery of seminars and workshops, and the ITRC HDR yarning circle.
11. Provide high-level administrative support for research leaders within the Centre at relevant project and management meetings including the preparation of agendas and papers and tracking of actions as well as any associated travel arrangements.



12. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.

## KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following **Selection Criteria**:

1. A relevant postgraduate qualification aligned to the core Centres' fields of research, or progress towards postgraduate qualifications, and extensive relevant experience; or an equivalent combination of relevant knowledge, training, and experience. Prior experience with First Nations and transcultural (migrant, refugee, and culturally diverse) communities in Australia and internationally will be highly regarded.
2. Experience managing a research group, research program or equivalent within the higher education sector with a demonstrated capacity to provide strategic support and advice requiring integration of a range of university policies and external requirements, and an ability to achieve objectives whilst operating within complex organisational structures.
3. Significant research project management and project administration experience, with strong problem-solving and analytical ability, including experience in interpreting project contracts and designing project management processes in line with requirements.
4. Comprehensive knowledge and understanding of governance protocols, and regulatory, legislative and compliance requirements related to research
5. High level of social and cultural awareness in collaborating and working with First Nations and transcultural peoples.
6. Exceptional interpersonal and relationship management skills, including the ability to collaborate and communicate effectively with internal and external stakeholders to negotiate, influence and build rapport as well as proactively resolve conflict to deliver outcomes.
7. Strong written communication skills, including the ability to develop and deliver information across multiple print and digital channels including website, social media, and reporting, as well as in person delivery to various stakeholders including workshops, educational seminars and conference presentations.

## Additional Requirements

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

***UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.***