



Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	School of Medicine and Psychology, and National Centre for Epidemiology and Population Health
Department/Unit:	Research
Position Title:	Research Development Manager
Classification:	Senior Manager 1
Position No:	TBC (Two vacancies)
Responsible to:	Head of Research Strategy, ANU College of Health and Medicine
Number of positions that report to this role:	TBC
Delegation(s) Assigned:	TBC

PURPOSE STATEMENT

The Australian National University's College of Health and Medicine (CHM) seeks to improve lives in Australia and the world by pushing the frontiers of knowledge through the conduct of pre-eminent and paradigm-shifting research, creating thriving impactful discovery and translational ecosystems and encouraging inter-disciplinary and cross-sector collaborations that provide new perspectives and solutions. These ambitions are realised through our three Schools - The John Curtin School of Medical Research (JCSMR), the National Centre for Epidemiology and Population Health (NCEPH) and the School of Medicine and Psychology (SMP).

This position will develop and implement strategies to support research in alignment with the College's TRANSFORM Strategic Plan, the Research Committee's annual work plan and related priorities identified by the College and School Executives.

The Research Development Manager will work collaboratively with researchers to increase and diversify competitive research funding across all HERDC categories, and meet key research and funding targets. In doing so, the position will provide strategic advice and support and work in partnership with the College's Integrated Professional Services Hub to ensure high quality, successful grant applications and identify major research opportunities with external funding bodies, including those that are cross-disciplinary and multi-institutional.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships

The Research Development Manager reports directly to CHM's Head of Research Strategy. They will be a member of the College's Integrated Professional Services Hub (also comprising Research Services, Advancement, Business Development and Research Platform functions).

The position will take the lead for one of the College's three Schools and be embedded in that School. They will work collaboratively with other Research Development Managers working within each of the Schools across CHM and, together with the Integrated Professional Services Hub (especially the College Research Office), will form a broader network of collegiality and community of practice.

The position holder will be expected to develop, nurture and maintain productive relationships and networks with researchers and other professional staff to ensure the success of the College.

Role Statement

Under the broad direction of the CHM Head of Research Strategy, and working with a high degree of autonomy, the Manager will:

1. Support the development of research capabilities within the College and Schools. This will be done through organising and conducting training and development, providing mentoring to researchers (particularly early and mid-career academics), developing and implementing research support and grant preparedness activities, and by fostering a collaborative research culture within the assigned School and across the College.
2. Identify new external funding opportunities and facilitate new combinations of applicants, including cross-disciplinary and multi-institutional collaborations across all HERDC Categories.
3. Lead the support and coordination of major research funding proposals and grant applications, and provide policy and procedural advice, with assistance from the Research Services Division and the College Research Office.

4. Provide strategic planning and high-level, data-driven advice to the College and School Executives and senior academic staff and actively review and develop appropriate benchmarking for current research funding performance.
5. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
6. Perform other duties as consistent with the classification of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA:

1. Relevant postgraduate qualifications and demonstrated experience and expertise in research development, management and/or business management, or an equivalent combination of relevant experience and qualifications/training.
2. A demonstrated track record in grant funding success from both traditional and non-traditional sources, including writing or assisting others to write successful research applications.
3. Extensive experience in strategic research planning and in the provision of strategic advice for traditional and non-traditional funding sources to senior management, as well as experience in developing strategies for increasing and diversifying funding sources.
4. Demonstrated high-level communication skills, both written and oral, including the ability to liaise and negotiate effectively with a diverse range of stakeholders - senior academics, administrators, executive governance committees, other academic institutions, government organisations and the public. Strong presentation and public speaking skills will be highly regarded.
5. Demonstrated experience in leadership and people management with a demonstrated ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives, on budget and in a timely manner.
6. Demonstrated high level computer skills with experience using online data management systems and proficiency using the MS Office suite. Advanced skills in Excel will be highly regarded.
7. A demonstrated high-level understanding of equal opportunity (EO) principles and a commitment to the application of EO policies in a university context.

The ANU conducts background checks on potential employees. Employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:		Date:	
Printed Name:	Donelle Claudianos	Uni ID:	

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)