



## Position Description

<b>College/Division:</b>	College of Engineering and Computer Science (CECS)
<b>Faculty/School/Centre:</b>	College Administration
<b>Department/Unit:</b>	Research Services
<b>Position Title:</b>	Deputy Manager, Research and Innovation Office
<b>Classification:</b>	ANU Officer Grade 8
<b>Position No:</b>	
<b>Responsible to:</b>	Manager, Research and Innovation Office
<b>Delegation(s) Assigned:</b>	

### PURPOSE STATEMENT

The Deputy Manager, Research and Innovation Office (RIO) is a senior advisor to College management and academic staff on complex research management activities, providing high level advice, guidance and support in the design, development, and implementation of research management practices. The Deputy Manager plays a key role in research management planning and the resolution of complex research management matters, leading a small team of Research and Innovation Office professionals to deliver high quality and robust research services to support and promote the College's and the University's strategic goals.

### KEY ACCOUNTABILITY AREAS

#### Position Dimension & Relationships:

The Deputy Manager reports to the Manager, Research and Innovation Office and leads a team of RIO professionals, mentoring and supporting staff to achieve excellence. The Deputy Manager works in close collaboration with professional and academic staff across CECS and the University to provide strategic advice and support on complex research management matters, building strong working relationships with internal and external stakeholders. The Deputy Manager is responsible for efficient grant application and submission processes, the post award project management processes, the implementation of business processes and research development plans in the unit, and the facilitation of research development activities across the area and in collaboration with other administrative areas. The Deputy Manager represents the area in University-wide initiatives and is accountable for the accuracy and integrity of research data in the unit.

#### Role Statement:

Under broad direction, the Deputy Manager, Research Services will:

1. Provide effective leadership, management, supervision and guidance to the Research and Innovation Office team, ensuring that workloads are managed efficiently and all objectives and deadlines are met. Support staff's career development through coaching and mentoring.
2. Provide high level support in the development of strategies in accordance with the University's research objectives. Coordinate implementation plans, ensuring relevant consultations with stakeholders.
3. Proactively identify training gaps across relevant staff groups in accordance with University's strategic plans. Manage training programs, seminars and workshops for both academic and professional staff. Provide training and guidance on funding options, reporting principles, grant and funding applications.
4. Provide strategic advice to staff (including risk assessment and mitigation strategies) and facilitate productive partnerships, undertake liaison with external agencies and industry partners to increase research funding.
5. Ensure that Research Services operations are conducted in line with all relevant ANU research policies, procedures and guidelines, and that effective audit material is maintained. Develop, implement and monitor the application of protocols to ensure data integrity and accuracy, coordinating the timely resolution of data integrity issues.

6. Promote a culture that supports proactive monitoring and reporting on the University's compliance with legislation, government reporting requirements and external funding contracts. Develop and evaluate business processes and procedural arrangements to improve outcomes.
7. Implement University initiatives, managing local area implementation, if applicable, and participate in a range of activities, workgroups and networks across campus, as required.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
9. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

## **SELECTION CRITERIA**

1. Demonstrated high level advice and planning skills to support senior management and experience developing and implementing policies, procedures and strategic plans to improve outcomes.
2. Demonstrated supervisory experience in a culturally diverse environment, with a strong ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives in a timely manner and on budget.
3. Demonstrated knowledge of contemporary research management practices and proven analytical, problem-solving and decision-making skills, including experience analysing data from multiple sources and making recommendations to inform strategic and operational plans.
4. Demonstrated experience in research management in a complex organisation, or an equivalent combination of relevant experience and qualifications/training. Demonstrated experience in managing grant applications/external funding, risk and project management and/or progress towards postgraduate qualifications in a relevant area (such as business administration, human resources or project management) will be highly regarded.
5. Demonstrated high level of customer service, interpersonal and consultation skills with demonstrated effective written and verbal communication skills and experience managing complex stakeholder relationships. This includes the development of comprehensive written documentation and reports.
6. Demonstrated 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 of understanding of equal opportunity principles and occupational health and safety and

**References:** [Professional Staff Classification Descriptors](#)