

**Position Description**

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| **Associate Pro Vice-Chancellor (Research)** |
| **Position No:** |  |
| **Organisation Unit:** | APVC Research |
| **College:** | Arts, Social Sciences and Commerce |
| **Campus/Location:** | Melbourne (Bundoora) |
| **Classification:** | Level E |
| **Employment Type:** | Fixed term, Full time |
| **Position Supervisor: Number:** | College Pro Vice-Chancellor  |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

# For enquiries only contact:

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# Associate Pro Vice-Chancellor (Research)

**Position Context**

The College of Arts, Social Sciences and Commerce consists of four schools: La Trobe Law School, La Trobe Business School, the School of Education and the School of Humanities & Social Sciences.

It has a reputation for world class research and for expanding educational opportunities for students from across Australia and from around the world. Our researchers are innovative and impactful and are known for building strong relationships with our industry partners – including with governments, NGOs, community groups, philanthropic organisations and other bodies. Our graduates are well rounded and professionally trained. Employers rate them very highly for their up-to-date knowledge and skills.

The subjects we research and teach have never been more important. In an era of digital disruption and global competition, we focus on the critical knowledge and skills that no algorithm can replace and that provide strong foundations for success in employment and in civic life.

The Associate Pro Vice-Chancellor (Research) is a key leadership role in the College and in the University. Reporting directly to the Pro Vice-Chancellor (Arts, Social Sciences and Commerce), the APVC is one of the PVCs standing Deputies and may be called on to act as Acting PVC or Acting DVC (Research) from time-to-time. The APVC takes up their role in an institution that is committed to research excellence at the heart of its institutional strategies and in which a two-College structure provides unrivalled opportunities for interdisciplinary collaboration.

Colleges are the focal point for strategy and planning in teaching and research, and will act as the driver for implementation of strategic planning at the operational level. The Colleges are responsible for policy implementation, their academic staffing profile, load planning, course profile, student recruitment, and quality assurance across their Schools.

The APVC (Research) is responsible to the Pro Vice-Chancellor of the College for the strategic leadership of the College’s research effort, and for ensuring that the College increases the quality and volume of its research, including through major partnership activity. The appointee will be accountable for developing the College’s research culture, current strengths and opportunities for growth, organisational structures and external funding support, including from industry, to achieve these objectives.

As a key leader of the University’s research activity, the APVC (Research) works collaboratively across the College (including with the General Manager, Associate Pro Vice-Chancellor (Academic Partnerships), Heads of School, Directors of Research and academics), with the College of Science, Health and Engineering (SHE) and in particular with their counterpart APVC, and across central portfolios (in particular the Deputy Vice-Chancellor (Research and Industry Engagement) portfolio).

The APVC (Research) is responsible for liaising closely with Directors of cross-University research initiatives, including the Research Focus Areas, to ensure alignment and complementarity of research operational plans and activities. The APVC (Research) is also responsible for working closely with the Dean of Graduate Studies and the College Research / HDR Committee to ensure that HDR students within the College are attracted, selected and managed to maximise their experience and readiness for either a research career or alternative employment.

Together with the DVC Research and Industry Engagement, the PVCs in the Research portfolio and the Executive Director, Research Services Division, the APVC (Research) plays a major institution-wide role in steering research performance against the University and College Strategic Plans and Research Plan targets, including strengthening institutional research culture and promotion of research outcomes and impact.

The Associate PVC (Research) is also responsible for conducting research of international standing and providing leadership in research to the staff and students of the school of which they are a member.

# Key Accountabilities:

* In line with the University’s Strategic Plan and Research Plan, strengthen the University’s research culture and environment and increase the quantity and quality of national and international research activity.
* Develop, lead and implement the College’s Research Plan, ensuring that:
	+ the College’s research is high quality, ethical and relevant to the strategic vision and the College’s Research Plan
	+ the College promotes its research and develops knowledge transfer programs
	+ there are effective accountability procedures for reviewing and reporting on the College’s research performance against its plans
	+ the College develops, implements and monitors the College’s research budget and that appropriate resources are in place to support research in the College, including supervision of research support staff as appropriate.
* In close liaison with the Directors of the RFAs, ensure alignment of research plans to strengthen the research environment within the College
* Support the development of strategies and implement measures to increase College research income, publications, HDR enrolments and timely HDR completions in identified areas of research strength and in areas of emerging strength.
* Play a leadership role in steering University research performance against the Strategic Plan and Research Plan targets including monitoring and responding to changes in University and sector wide research policy changes; represent the College within University research forums.
* Liaise with the Research Office to ensure the efficient administration of College research grants, data management systems, research monitoring and reporting, higher degree research and support services.
* Increase the research impact, including commercialisation, of College research.
* Drive research innovation and entrepreneurship by building alternative and/or new funding sources for LTU research, in particular through partnerships with industry (including government, NGOs, community groups, philanthropic organisations and other bodies).
* Work closely with the APVC (Academic Partnerships), APVC (Coursework) and other stakeholders to build local and international partnerships and research training pathways.
* Work closely with the Dean Graduate Studies and College Research / HDR Committee to:
	+ ensure that HDR students within the College are attracted, selected, managed to maximise their experience and readiness for future careers; and ensure measures to support timely completion of HDR students are in place
	+ increase the quality of training received by research graduates
	+ increase the number of scholarships for high quality applicants, including through industry partnerships
	+ improve quality and consistency of supervision
	+ identify potential for the introduction of higher degree research programs with broad coursework offerings for research training for students.
* Develop mechanisms to train, mentor and support emerging research staff, to build capacity and to promote retention of quality researchers in the College.
* With the Research Office, develop, implement and continually improve a pipeline of support for submitting grants, especially Category 1 grants, but increasingly for grants from all sources, particularly industry partnerships and opportunities.
* Collaborate with APVC (Partnerships) to foster links between La Trobe research, researchers and partners, industry and community – both the Victorian community and the catchment community – ensuring that the relevance, importance and vibrancy of LTU research is available to and recognised by its constituents and the community.
* Model research leadership by maintaining an active research profile.
* Chair relevant Research / HDR Committees in the College and represent the College on University Committees, as appropriate.

# Duties at this level may include:

* Shaping the College’s strategic vision for research and developing and implementing the College’s research and strategic research investment plans.
* Providing leadership in the development, expansion and operation of College research activities, particularly for College research centres and staff working in identified priority research areas.
* Managing the “pipeline” of research projects to grow research quantity, quality, well targeted publications and income.
* Providing leadership at the University level, and representing the College within University research forums.
* Ensuring the College’s research is high quality, ethical and relevant to the strategic vision and the College research plan.
* Ensuring there are effective accountability procedures for reviewing and reporting on the College’s research performance against its plans.
* Developing, implementing and monitoring the College research budget and making recommendations on resources required to support research in the College.
* Developing mechanisms to train, mentor and support emerging research staff, to capacity build and to promote retention of quality researchers in the College.

# Key Selection Criteria

* PhD or equivalent in an area relevant to the disciplines relevant to the College, broadly understood.
* Demonstrated sophisticated understanding of the local, national and global environment for, and emerging trends in, research (including interdisciplinary research) and research funding involving disciplines relevant to the College and capacity to develop and implement strategies to position the College accordingly.
* Demonstrated success in the development, implementation and management of significant research programs and multiple research projects.
* A track record of extensive publications in refereed national and international journals, books, or other excellent research outputs relevant to discipline and a demonstrated ability to gain external research funding.
* Demonstrated capacity to develop effective policies, procedures, strategies and planning documentation and the ability to review and monitor performance against plans.
* Outstanding leadership, interpersonal, communication and presentation skills including the ability to inspire, motivate and lead; build and supervise teams; and establish strong relationships with internal and external stakeholders.
* Proven ability to drive change whilst continuing to consolidate the College’s existing strengths and priorities.
* Demonstrated entrepreneurial skills and success in the development of research funding opportunities (including grants and contracts), industry and other partnerships, and impact within the disciplines relevant to the College.
* Excellent organisational skills with the ability to manage several different projects concurrently.
* Demonstrated commitment to meeting the research training needs of honours and higher degree by research students.
* Experience in developing and managing successful research partnerships.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are **Connected:**  We connect to the world outside — the students and communities we serve, both locally and globally.
* We are **Innovative:**  We tackle the big issues of our time to transform the lives of our students and society.
* We are **Accountable:**  We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* We **Care:**  We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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Initials: Date: