

POSITION DESCRIPTION

Research, Innovation and Commercialisation
Chief Operating Officer Portfolio

Manager Research Grants (Health and Medical)

POSITION NUMBER	0038364
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 9 - \$120,638 - \$125,514 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
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	David Robson Tel +61 3 8344 2931 Email david.robson@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, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio is responsible for the University's budget and financial performance, and the management of its property and capital. It also delivers efficient and effective shared services in support of all aspects of the University's business.

The COO Portfolio is comprised of eight 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
- Digital and Data
- Finance
- Legal and Risk
- Operational Performance Group
- Property
- 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.

RIC provides services in four core areas, all of which overlap and are delivered in an integrated manner to researchers and research partners:

- Major Initiatives, Contracts and Grants (MICG) in Research Innovation and Commercialisation (RIC) supports the submission of grant proposals (Idea to Proposal) to a wide range of funders (NHMRC, ARC, MRFF, NIH, etc.). In addition, it offers specialised support for large grants such as ARC Laureates, NHMRC Centres of Research Excellence and Co-operative Research Centres. MICG also administers a number of researcher development and opportunity schemes on behalf of the University/DVC(R). In post-award (Contract to Output), MICG helps negotiate and sign contracts for research for both grants and non-grants, sets up research projects in our research management and financial systems and submits non-financial reports to funders on behalf of our researchers.
- Business Development and Innovation supports the development of a vibrant research, enterprise, professional education and innovation opportunities pipeline, supports academics in engagement with external industry partners, assesses technologies for IP protection, development and translation, drives a culture of innovation and commercialisation across UoM, and manages IP, licensing and equity portfolios. The team seeks to connect the dots across Faculties, clusters and market sectors from multiple academic CI engagements, to present UoM capabilities in industry friendly ways and broaden and deepen industry partnerships.
- Research and Enterprise Development supports the successful delivery of large, mission-focused complex, non-competitive grant and the new MRFF schemes, interdisciplinary research and enterprise initiatives involving multiple parties e.g. industry, granting bodies, advocacy groups, government. Major current focus areas are the new MRFF scheme, Melbourne Connect precinct development (and subsequent precinct developments) and developing a clear front-door canvassing new top-down industry partner relationships. The team also provides support for Chancellery-lead strategic initiatives.
- Research Ethics and Integrity provides expert advice, guidance and training to facilitate the ethical and responsible conduct of research. We partner with academic divisions and Chancellery to support multiple key areas of governance and oversight: research integrity, human and animal research ethics, gene technology, biosecurity and biosafety, animal welfare, export controls and autonomous sanctions, clinical trials.

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 University's People Strategy 2015-2020 and policies that address 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 Growing Esteem.

ABOUT THE ROLE

Position Purpose:

The role coordinates the provision of high-quality research grants support to a range of health and medical focused Australian funding, with a strong focus on: NHMRC funding; supporting close collaboration with a range of research institutes across the Precinct; and, providing operational support for bids to the Medical Research Future Fund. The aim of the role is to increase the level and diversity of external research funding for the University of Melbourne. The role leads a team of nine staff and plans and oversees workflow, task completion, relationship management both external and internal to the University, and provision of specialist advice on all aspects of grants management from oversight of applications processes and advice to applicants through to reporting.

To be successful in this role you will 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.

Reporting line: Director, Major Initiatives, Contracts and Grants

No. of direct reports: 3-5

No. of indirect reports: 6-3

Direct budget accountability: NA

The key relationships for the role include:

Internal

— Chancellery Research & Enterprise

- Team Managers and Team Leaders within MICG
- Other parts of RIC (RICE, REI, Finance and Operations)

University Services

- Particularly Legal Services

Academic Divisions, particularly Faculty Research Managers

Key Dimensions and Responsibilities:

Task level: Extensive

Organisational knowledge: Extensive

Judgement: Significant

Operational context: Provides services to all Academic Divisions.

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:

- Management and coordination of pre-award planning and preparation including the review, submission and acceptance of grants and post-award compliance oversight in cooperation with Academic Divisions, University Services (Finance and employee Services), Chancellery and external funding agencies.
- Primary management of pre and post award grant support for all grant schemes managed, working closely with the Contracts team in RIC and Legal Services, where appropriate.
- Establishment and maintenance of excellent relationships with colleagues in other major research universities in Australia and senior program managers in relevant research agencies (e.g. NHMRC).
- Identification of information and other needs of researchers (including graduate researchers where relevant) and providing high quality advice, building strong links with academic mentors (such as Associate Deans – Research within Academic Divisions and Research Managers), organising and participating in training and information seminars for researchers and organising workshops, special programs, targeted services and other development activities.
- Accurate and complete entry of research grants data to enable accurate reporting and analysis of the University's performance.
- Provision of reporting to senior management of the University of grant performance
- Provision of high-quality advice to Director, Major Initiatives, Contracts and Grants, Executive Director (Research, Innovation and Commercialisation) and Chancellery Research and Enterprise on strategic

and case-specific matters relating to grant seeking and administration and performance in relation to grants

- Establishment and maintenance of strategic and collaborative working relationships with key stakeholders to provide and secure required services and ensure efficient and effective service delivery
- Coordination of communication between funding bodies and researchers ensuring timely reporting to grant progress and final reports to funding bodies

Selection Criteria:

Education/Qualifications

1. The appointee will have a tertiary qualification 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. Demonstrate COO values by acting in the best interest of your employer; displaying service excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively, connecting with people and building relationships in your workplace.
3. Expert knowledge of health and medical grant funding programs and funding rules, with specific knowledge in relation to NHMRC funding schemes.
4. Experience leading, coaching and developing members of a team.
5. Demonstrated leadership and communication skills.
6. Understanding of the university environment and culture. Knowledge of the University's operating model would be an advantage.
7. Demonstrated experience in providing successful service-oriented administration of complex programs and coordination of cross-discipline and cross-academic division applications.
8. Expert planning and organisation skills.
9. High level of initiative around processes including a commitment to continuous improvement, efficiency and efficacy.
10. Proven ability to thrive in a changing and fast-paced environment.
11. Experience with the University of Melbourne Themis research systems or other research management systems.
12. Presentation skills to large audiences.

Other job related information:

Will be required to work outside of hours during peak grant submission periods.