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| **Faculty/Portfolio** | Deakin Research |
| **School/Centre** | Graduate Research Academy |
| **Basis of Employment** | Full-time (36.75 hours per week) and continuing |
| **Primary Location of Work** | Geelong Waurn Ponds Campus / Geelong Waterfront Campus / Melbourne Burwood Campus / Warrnambool Campus |
| **Classification** | HEW 9 |
| **Reporting Line** | Director, Graduate Research Academy |

**ABOUT DEAKIN**

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people’s lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia’s sixth largest university and ranks first in Victoria for both student satisfaction and graduate employment. Deakin operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurn Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have corporate centres in Melbourne’s CBD, and at the Burwood, Waterfront and Waurn Ponds campuses, as well as offices in South Asia, China, Indonesia, Latin America, Europe, Malaysia, Vietnam, Pakistan and Singapore.

**WHY WORK FOR OUR UNIVERSITY?**

[Deakin’s Strategic Plan](http://www.deakin.edu.au/about/strategic-plan/live-the-future/index.php) – LIVE Agenda

[Benefits of working at Deakin](http://deakin.edu.au/about-deakin/careers-at-deakin)

**DEAKIN’S PROMISE TO EQUITY, DIVERSITY AND INCLUSION**

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a bronze award holder in the Australian Workplace Equality Index for LGBTI inclusion.  We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

**POSITION OVERVIEW**

The primary purpose of the Manager Research Training Partnerships is to oversee the implementation, maintenance and monitoring of high quality research training partnerships including joint HDR and in-country arrangements as well as partnerships with international scholarship funding bodies. The role contributes to partnership development in the area of research training, providing high quality advice on program and agreement negotiation with prospective partners and Deakin staff. The role is also responsible for managing the monitoring and evaluation of research training partnerships and developing and delivering reports which inform senior leaders of partnership performance to inform decision making.

The role oversees the research training partnership operations including tracking the budget, managing quality assurance and providing expert advice and support for implementing high quality research training to senior staff, academic staff and roles related to research partnerships. The role has oversight of continuous improvement processes for research training partnership operations in terms of quality assurance, auditing, governance. The role also contributes to policy development related to research training partnerships.

**Key Relationships:**

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| **Internal** | * The role reports to the Director, Graduate Research Academy and works closely on matters related to research training quality * The role collaborates closely with the Candidature Manager on special projects and initiatives * The role will liaise with Innovation, Engagement and Commercialisation within Deakin Research. In particular the role works closely with the Director, International Research Development to support implementation of research training as part of partnership development. * The role manages the International Research Support Coordinator * The role will collaborate with key higher degree by research and partnership staff in the Faculties and Institutes. * The role will liaise with Deakin International staff involved in research partnership development |
| **External** | * The position has regular contact with staff at emerging and existing research partners where research training has been identified as an element of the partnership |

**PRIMARY RESPONSIBILITIES**

* Oversee implementation and maintenance research training partnerships including development of communication plans, recruitment strategies and advice on the structure of research training programs and scholarship programs funded by international governments.
* Responsible for decisions regarding implementation of policy and governance of research training partnerships.
* Work with research partners to align research training programs and support provided to students and staff.
* Lead ongoing performance monitoring and evaluation of progress and outcomes of research training partnerships and provide regular reporting to Faculties, Institutes, senior staff and relevant University committees.
* Oversee collaboration across the GRA and Faculties to ensure that processes related to research training partnerships support achievement of the University’s strategic agenda.
* Provide high level advice to the PVC Researcher Development and Integrity, the VP Industry Engagement and Commercialisation and senior staff in the Faculties regarding the development, monitoring and performance of research training partnerships to inform strategic decision making.
* This role has staffing responsibilities and must therefore ensure staff and own adherence to University policies and procedures, including but not limited to those relating to equal opportunity, occupational health and safety, risk and financial management, privacy, staff development and staff performance planning and review.

**ABOUT YOU**

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University’s values.

You will be a person who is ambitious for Deakin University’s success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

**SELECTION CONSIDERATIONS**

**Qualifications and Experience:**

* An equivalent combination of training and experience or a Postgraduate qualification in a relevant discipline.
* Experience with all aspects of higher degrees by research candidature management.
* Experience with international partnerships, ideally those involving research training.
* Experience managing complex processes and policy development within a higher degree by research framework.
* Experience working within the higher education sector with a strong understanding of the statutory and regulatory context in which universities operate and issues affecting the higher education sector relating to the governance of research training.

**Capabilities and Personal Attributes:**

* Demonstrated communication and interpersonal skills with the ability to produce clear and accurate transnational communications that are appropriate for their intended audience.
* Proven capability to work positively and effectively as part of a collaborative work team, to accommodate and work well with different working styles and to work independently where required.
* Demonstrated ability to organise and plan, and to meet rigid and conflicting demands and deadlines, along with the ability to adapt to changed priorities.
* High level negotiation skills.
* Demonstrated ability to interact effectively in a multi-cultural environment.
* Demonstrate the ability to exercise sound judgment, initiative, diplomacy, tact and discretion as well as proven experience handling sensitive and personal information in a confidential and appropriate manner.

**SPECIAL REQUIREMENTS**

* Infrequent work outside business hours is required (e.g. work at evening or weekend events may be required when travelling).
* Infrequent travel will be required to visit international partners and participate in promotion and partnership development opportunities.
* This role has been identified as having contact with children and requires the incumbent to apply for and maintain a Working With Children Check (refer to Deakin’s Recruitment Procedure for further details).

**DISCLAIMER**

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.

PD Developed Month Year